



220 Herndon Street
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www.haysfoodbank.org

Position Description

Job Title:	Development & Special Events Coordinator
Reports To:	Chief Executive Officer
Location:	Hays County Food Bank Office
Classification:	Full-Time, Non-Exempt

Position Summary

The Development & Special Events Coordinator will support development efforts including: donor database management, donor research and tracking, direct mail campaigns and special events. This position is responsible for ensuring the highest level of customer service to donors and prospects. Key to this position is the ability to juggle various projects at once, while maintaining a clear view of how each project supports the organization's mission.

Duties and Responsibilities

- **Database:**
 - Maintain donor database posting donations daily and forwarding copies of check and cash donations to the Chief Executive Officer.
 - Updating donor information.
 - Monthly analysis of amount of giving of foundation, corporations, individual donors, civic organizations and churches and producing necessary reports when required.
- **Networking:** Attend networking events as requested to keep HCFB top of mind with our stakeholders and monitor effectiveness.
- **Donor Stewardship:**
 - Work with the Chief Executive Officer and Board Members to identify potential donors
 - Develop and manage formal programs to strengthen relationships with contributors including a donor recognition plan, mailings, personal correspondence and personal visits.
 - Recognize and acknowledge donors promptly with Thank You Letters/Emails and other means as appropriate.
- Conduct Food Bank tours and attend check presentations.
- **Special Events:** Serve as the primary point person for fundraising events for the Hays County Food Bank (such as regular food drives & third party fundraisers), events hosted by community members and other organizations.
- Coordinate daily/weekly bank deposits with Chief Executive Officer.
- Strategize ways to engage specific subsets of the Hays County community through outreach efforts, targeted fundraising efforts, etc.
- Collaborates with internal stakeholders to support and influence fundraising efforts.
- Other duties as assigned.

Qualifications

- Commitment to and passion for the mission, vision and values of the Hays County Food Bank
- Bachelor's Degree. Relevant experience can be substituted for a degree.
- Two years experience working in a non-profit setting; fundraising experience (volunteer or paid) preferred.
- Excellent customer service, oral and written communication skills.
- Proven track record of coordinating special events.
- Must be diplomatic and have the ability to work with people at all levels.
- Excellent attention to details.
- Database experience.
- Ability to work independently and as a team player.
- Ability to maintain confidentiality.
- eTapestry experience highly preferred.

Working Conditions

- Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule.
- Must be available for occasional travel and occasional work outside of regular office hours, including evenings and weekends, as required.

Physical Requirements

- No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Direct Reports

N/A

Approved by:	<i>Denise Blok</i>
Date approved:	<i>5/9/2017</i>
Reviewed:	

This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Hays County Food Bank has the right to revise this job description at any time. The job description is not a contract for employment.

Employee Signature	Date:
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Supervisor Signature	Date:
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