



The Kitchen, Inc.

Job Title: Development Coordinator	Department: Development	Supervisor: Director of Development
Supervisory Responsibility: Yes	FLSA Status: Exempt	Employment Type: Full-time

Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

Summary:

The Development Coordinator is responsible for assisting the development team in planning, organizing, and executing fundraising activities to support the organization's mission and goals. This role involves preparing fundraising and marketing materials, managing donor databases and giving platforms, coordinating fundraising events, and managing the Grants and Volunteer Specialist.

Primary Responsibilities:

Fundraising:

- Prepare compelling fundraising materials, including brochures, presentations, and donation appeals.
- Assist in the planning and execution of fundraising campaigns, including annual giving, capital campaigns, and special appeals.
- Coordinate direct mail campaigns, online giving, and other fundraising efforts.
- Plan, coordinate, and execute fundraising events and community outreach programs.
- Collaborate with vendors, sponsors, and volunteers to ensure successful event implementation.
- Cultivate relationships with donors and sponsors to encourage long-term support and engagement.
- Assist in donor cultivation, acknowledgement, and stewardship activities.
- Prepare and maintain reports on fundraising activities, progress, and goals.

Marketing/Communication:

- Oversee the creation of marketing materials, including written content, graphics, videos, and other media to support the overall goals of the organization.
- Promote fundraising events and campaigns through various channels, including social media, email newsletters, and press releases.
- Respond to inquiries from donors, sponsors, and the public, providing accurate and timely information about the organization's initiatives.
- Conduct market research to understand the target audience and industry trends. Use this data to make informed decisions about marketing and communication strategies.
- Maintain and enhance the organization's brand identity, ensuring that all communication materials are consistent with brand guidelines.
- Oversee digital marketing efforts, including website management and social media outlets.

Database Management:

- Maintain donor databases and records, ensuring accuracy and confidentiality of donor information.
- Generate reports and analyze data related to fundraising activities.
- Conduct prospect research to identify individuals, corporations, foundations, and other potential donors who may have interest in supporting the organization's mission and programs.

Job Requirements:

Education and Experience

- Bachelor's degree in a relevant field (such as nonprofit management, communications, or public relations)
- Two to four years' experience in fundraising preferred.



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Essential Skills

- Analytical – Collects and researches data; uses intuition and experience to complement data; design workflows and procedures.
- Job Knowledge – Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Use of Technology – Demonstrates required skills in Adobe, spreadsheet, and word processing software; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.
- Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.
- Problem Solving – Identifies and resolve problems in a timely manner.
- Communications – Expresses ideas and thoughts verbally and in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods. Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Strategic Thinking – Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses; adapts strategy to changing conditions.
- Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Planning/Organizing – Prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic action plans.

Other

- Valid Missouri Driver's license and be approved as a driver by The Kitchen, Inc.'s insurance carrier
- Must pass background check and pre-employment drug screen
- Section 3 applicants encouraged to apply

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Regularly required to talk or hear via the phone or in person.
- Frequently required to sit for long periods and use hands to finger, handle, or feel.
- Frequently required to stand; walk; reach with hands and arms.
- Occasionally climb or balance and stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities include close vision, and regular use of computer monitor

Signature

Print Name

Date