



DONOR RELATIONS COORDINATOR

Description:

Responsible for prospecting and donor research, increasing the retention and engagement of current donors, overseeing the expansion of the monthly giving program, planned giving prospecting and welcome series development. Reports to the Director of Institutional Giving.

Specific Duties and Responsibilities:

- Oversees the stewardship and expansion of the monthly giving program by thanking and recognizing donors
- Provides research on prospects and donors when needed by Development Team
- Identifies planned giving, mid-level and major gift prospects for moves management to gift officers pipelines
- Provides customer service to and for individual donors and prospects
- Implements welcome series to new donors for onboarding, development and retention
- Assists in donor engagement and retention of select donors with gifts of less than \$500
- Maintains prospect research database
- Performs mail merges and produces letters for financial contributions when needed
- Supports and assists in the processing and recording of gifts during the busy end of calendar year season
- Other duties as assigned by the Director of Institutional Giving and Chief Development Officer

Qualifications:

Associate's Degree in business administration or related field, or equivalent experience. Excellent computer, writing, communication and phone skills. Proficiency in Windows required. Proficiency in a CRM database (Donor Perfect) preferred. Prior experience in a development/fund-raising office preferred.

Requirements:

Ability to juggle multiple projects and meet deadlines in high-energy, fast-paced environment. Strong interpersonal skills. Must be able to contribute to a positive work environment with commitment to social justice.

Send resume with salary requirements to:

hr@ctfoodbank.org

203-469-4871 (fax)