Job Description

Job Title: Mission Advancement Coordinator
Department: Development
Reports to: Director of Mission Advancement
Supervises: N/A
FLSA Status: Exempt, Full-time

SUMMARY:
Fundraising lead in regards to in house special events. Responsible for monthly and annual donor relationships. Responsible for donor recognition program. Coordinates interaction with External Affairs team on fundraising activities. Coordinate United Food Bank subsidiary fundraising. Help develop messaging for individual donors in direct mail and email appeal program. Interact with finance on CRM issues related to fundraising.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Donor Relationship Responsibilities:

- Coordinate with teams on special event fundraising in which we fund and staff events with the purpose of raising funds or support for United Food Bank.
- Manage and coordinate Mission Advancement department project timelines and task to see them through to completion.
- Cultivate small, monthly, and annual donor gifts.
- Responsible for all donor recognition, including corporate, foundation, and individual donors.
- Maintains confidentiality in respect of our donors and in compliance with UFB's financial policies.
- Develop activities and quarterly events designed to increase the engagement, education, cultivation, and stewardship of individual and legacy donors.
- Manage donor and departmental scheduling for Director of Mission Advancement.
- Working with the Volunteer Manager, identify, solicit, recruit and develop volunteers, including event chairs and committee members.
- Working within approved budget, manage and maintain accurate and complete financial records for each event. Ensure that the logistics and budget/timelines are met for each applicable event. Report results to CFO/designee as requested.
- Other duties as required and assigned/approved by supervisor or Chief Executive Officer.

Qualifications:

- Bachelor's degree (B. A.) from four-year College or university, or equivalent.

- 2-4 years of fundraising, volunteer management experience at a nonprofit organization, such as certification in Grant writing, Fundraising or Volunteer management.
- Proven track-record of success in events and project management.
- Excellent verbal and written communication skills and the ability to communicate effectively with people of diverse backgrounds, socio-economic levels and staffing levels.
- Proficient in MS Office applications, particularly Word, Excel, and Outlook; and Salesforce; ability to learn in-house database and reporting systems.
- Understanding of Adobe Creative Suite preferred.
- Professional demeanor and demonstrated excellence with the ability to work cooperatively across all levels of the organization.
- Strong organizational, time management and multi-tasking skills.
- Exhibits qualities of maturity, good judgment and tact.
- Ability to effectively analyze and resolve routine and complex problems.
- Ability to work in a team management environment.
- Adept at handling multiple tasks and concurrent projects.
- Possession of a valid Arizona driver's license, current auto insurance and reliable transportation.
- Demonstrated abilities in development, planning, budget, and finance.

Language Skills:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:
To perform this job successfully, an individual should have knowledge of spreadsheet and word processing software.

Competencies:
- Values Focused – emphasizes organizational values in their work activities and inspires co-workers to follow their lead.
- Analytical – synthesizes complex and/or diverse information.
- Problem Solving – makes timely and sound decisions based on logical presumptions that reflect information; prioritizes work tasks, goals and objectives; considers confidentiality of information before sharing with others.
- Oral Communication – speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Delegation – delegates work assignments, gives authority to work independently, sets expectations and monitors delegated activities.
- Leadership – inspires and motivates others to perform well, accepts feedback from others.

- Management Skills – includes staff in planning, decision-making, facilitating and process improvement; is available to staff; provides regular performance feedback; and develops subordinates' skills and encourages growth.
- Quality Management – looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Judgment – displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions. From a leadership perspective, considers issues and/or opportunities by rising above the day-to-day activities, the standard or usual way of operating, conflicting personal and organizational goals and personal relationships and loyalties.
- Planning/Organizing – prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Safety and Security – actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

Required Training

- Food Handler's Card – Safe food handling certificate secured within 2 weeks of hire
- Initial training and ongoing training with Giveffect CRM

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. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.