



**Development Coordinator FLSA Status:** Non-Exempt

**Work Week:** Tuesday – Saturday, 40 hours per week

**Wage Grade:** \$70,000, with an increase in July 2024. Paid hourly.

\$1 per-hour increase for applicants with conversational proficiency in our top five service languages other than English.

**Benefits:** North Helpline provides a comprehensive benefits package including: 100% employer covered medical, dental and vision benefits; employer matching Simple IRA; PTO, and holidays.

**Reports to:** Development & Communications Manager

**Position Summary:**

The Development & Communications department of North Helpline exists to support our current programs and explore how we can build up to our ambitions for the future. To engage with our community, act with transparency and integrity, seek feedback, and communicate our mission. We acknowledge that fundraising is but one part of the whole and rooted in problematic histories. We invite those passionate about food and housing insecurity to join this department and work with us on building equitable fundraising practices that center anti-racism and social justice.

The primary responsibility of the Development Coordinator is to implement development strategies for North Helpline. Partnered with the Development & Communications Manager, this position will evaluate and identify fundraising streams, opportunities for stewardship, and build relationships with community partners through networking, events, and more.

To ensure the highest level of services are provided, additional duties and responsibilities may be assigned as needed.

**Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Maintain a business giving program, including relationship stewardship, solicitation of gifts and event sponsorships, and creation of annual donor reports.
- Work with supervisor to plan and execute fundraising events, including ticket sales, logistics planning, vendor outreach, raffle item procurement, and event reporting and reconciliation with accountant.
- Steward the Donor Acknowledgment program, including weekly thank you letters and annual tax receipts.
- Steward in-kind donations through food and hygiene item drives in collaboration with the Food Access and Client Services team.



- Oversee the data entry process of our Salesforce CRM, including bi-weekly mail collection, data entry of donations, event data reporting, activity logging, and monthly reconciliation with our accountant.
- Assist with the generation of Salesforce CRM reports and data analysis.
- Manage the mailing of appeal letters and other physical communications.
- Assist in the creation and maintenance of succession plans and workflow documentation.
- Assist in data entry for the Major Donor program and other activities.
- Assist with communications, such as social media management, as needed.
- Collaborate with other North Helpline departments to continually improve the workflow of the Development & Communications department.
- Work with the volunteer supervisory team to delegate tasks to volunteers as needed.
- Attend Staff Meetings and report on pertinent issues.
- Assist in enhancing the intersections of donors and volunteers.
- Other duties as assigned.

## **Position Requirements:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Skills and Abilities**

- Passion for the North Helpline Mission.
- Commitment to anti-racism.
- Highly organized.
- Willingness to learn and grow in this position.
- Willingness to work on a variety of tasks, with changing priorities, and semi-frequent adjustments to plans.
- Willingness to work on a small team.
- Willingness to build working relationships with corporate sponsors and other community members where a power imbalance may be present.
- Willingness to attend various outreach events and enthusiastically speak with others on behalf of North Helpline, advocating for and promoting our work and mission.
- Willingness to communicate and ask questions of peers and supervisor to ensure the completion of tasks and common understanding of objectives.
- Ability to maintain a high level of confidentiality and uphold our financial control policies.
- Ability to prioritize projects and take initiative towards their completion, including assigning oneself tasks.
- Strong written and oral communication skills.
- Ability to drive a work van as needed for special events, preferred.
- Ability to speak multiple languages, preferred.

Working to make sure our neighbors have food on their tables and a roof over their heads.

Locations in Lake City and Bitter Lake



## Education & Experience

1 to 3 years of relevant experience with the majority of the following between a combination of education and professional roles:

- Familiarity with the [principles of Community Centric Fundraising](#), and willingness to aspire to an increasingly community-centric model of fundraising at North Helpline.
- Familiarity with the best practices of nonprofit fundraising, including corporate giving.
- Familiarity with event planning and audience growth.
- Familiarity with the Google ecosystem (Google Sheets, Docs, Drive, etc) and Microsoft ecosystem (Excel, Word, PowerPoint, etc).
- Familiarity with moderate computer functions within the Windows OS ecosystem.
- Familiarity with print merges, label making, and other advanced printer functions, preferred.
- Familiarity with the Salesforce CRM (or similar), specifically the Nonprofit Starter Pack (NPSP), preferred.
- Familiarity with generating reports from Salesforce CRM (or similar), preferred.
- Familiarity with data analysis and making recommendations from your findings, preferred.
- Familiarity with serving populations who may be food and/or housing insecure, preferred.
- Familiarity with budgeting and / or reading financial reports such as a [Form 990](#), preferred.
- Familiarity with organizing volunteers, preferred.

## 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.

- Able to remain in a stationary position about 50% of the time.
- Able to occasionally move about inside the office to access necessary office equipment and resources.
- Constantly operate a computer and other office equipment, such as a scanner, copy machine, and printer.
- Constantly accesses, handles, and uses non-electronic resources.
- Occasionally moves equipment and other office resources up to 50 pounds.
- Occasionally positioning of self about the office to maintain equipment, office supplies, tasks, etc.
- Ability to inspect, recognize, observe, assess, compare, detect, discern, and distinguish office resources, employee performance, necessary documents and reporting, and other organizational resources as needed.



# North Helpline

www.northhelpline.org

12736 33rd Ave NE, Seattle, WA 98125

Phone: 206-367-3477

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment varies.

## **Hiring Process / Timeline**

Candidates from non-traditional backgrounds are encouraged to apply. Please address how your experience and skills relate to the requirements of this position in your cover letter.

To apply please email your resume and cover letter to [search@northhelpline.org](mailto:search@northhelpline.org) with “Development Coordinator” in the subject. We will read your cover letter first; it’s important for us to understand if this is the right fit for you. In your cover letter, please be sure to tell us why you are interested in this job and working at North Helpline.

We will review applications on a rolling basis until the position is filled.