June 2021



**I.**             **JOB TITLE          Donor Relations and Campaign Coordinator**

Reports to:        Senior Development Manager

* Hours: 40 hrs Monday – Friday, occasional weekends/after hour events.
* Non-Exempt, Full Benefits.
* Hybrid of remote work and Santa Barbara County with campaign events in City of Santa Barbara.

**II.            JOB FUNCTION-** The Donor Relations and Campaign Coordinator is responsible for coordinating communication and interactions with donors, in support of fundraising for both the annual budget, as well as the capital campaign. The position plays a critical role in tracking and coordinating donor retention and engagement efforts for all fundraising areas. Donor engagement includes the coordination of letters, emails, and events. The Donor Relations and Campaign Coordinator is an integral part of a countywide Development Department.

**III.           PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Plan and organize a regular schedule of donor cultivation events.
2. Develop language for regular donor email updates.
3. Plan and coordinate e-blasts to new donors, as well as mid-level donors.
4. Assist marketing in the gathering and cataloging of stories.
5. Be main point of contact for mid-level donors.
6. Manage donor prospect pool by researching donor capacity using wealth-screening software and other resources.
7. Organize donor solicitation meetings and events for the capital campaign.
8. Prepare campaign materials, including solicitation letters.
9. Track capital campaign activities in Salesforce, including donor contacts.
10. Effectively communicate the organization’s vision and values while representing the organization in a professional manner in all communications.
11. Other duties as assigned or delegated.

**IV.           EDUCATION AND EXPERIENCE**

* Graduation from a 4 year college or equivalent experience
* 1- 2 years of fundraising experience in nonprofit field preferred

**V.            SKILLS AND ABILITIES**

* Ability to meet deadlines while managing a multitude of tasks
* Proficient in written and verbal communication skills, including comfort with making presentations
* Ability to work in a team and various departments in an organization and interact with diplomacy, professionalism and tact amid influential donors and diverse groups
* Proficient in the Microsoft Suite software and familiarity with Constituent Relationship Management software

To apply, please send cover letter and resume to Laurel Alcantar (lalcantar@foodbanksbc.org) and Dan Thomas (dthomas@foodbanksbc.org).