

Development Coordinator

IHNGC is seeking a highly detailed and organized individual to fill the full-time role of Development Coordinator. IHNGC is a unique response to homelessness, combining volunteers from the religious community with full-time professionals to reintegrate families into the community. The Development Coordinator works closely with the Executive Director, Director of Operations and board committees to support its \$1.8 million budget through implementing the fundraising and communication goals of the agency. We offer a casual and flexible work environment where humor and self-care are encouraged and supported within this important work of helping families in crisis.

The ideal candidate will have:

- Bachelor's Degree in relevant field of study
- Experience working in non-profit organizations preferred
- Excellent computer skills (Required Proficiencies in: Mailchimp, Outlook, Word, Excel, Publisher; Desired Experience/Proficiencies in: QuickBooks, Neon CRM)
- Excellent written and verbal communication skills
- Incredibly high attention to detail
- Problem-solving abilities
- Team-player attitude
- Commitments to serving those in need

Position Responsibilities:

Fundraising/Financial

- Maintain development calendar including tracking of grant due dates, events, mailings and other key timelines.
- Complete grant writing, compliance and research.
- Coordinate logistics of quarterly donor appeal and other mailings.
- Maintain donor database.
- Maintain donor thank you letters and other acknowledgements.
- Coordinate annual Holiday Giving campaign.
- Lead planning efforts for events including a volunteer appreciation event, 5K walk, and annual major fundraiser.
- Serve as liaison with Development and Event Planning Committees.

Administration/Communications

- Set and maintain calendar for administrative meetings.
- Take and maintain minutes for specified meetings.
- Maintain fundraising and development files electronically and in hard copy, where appropriate.
- Conduct website maintenance and updates.
- Work on social media updates, newsletters, and other communications.

Team

- Participate in weekly staff meetings.
- Participate in weekly supervision meetings with Executive Director.
- Rotate weekly on-call duties with other staff.
- Other duties as necessary to meet guest and agency needs.

To apply: send resume and cover letter to Director of Operations, MerryBeth McKee at merrybeth@ihncincinnati.org. No phone calls please.