

## **Position**

Development Coordinator - Full Time, Salaried

Reports to the Executive Director

## **Summary**

The Development leader at For the Love is responsible for leading all Development strategies. This includes cultivating, soliciting, and stewarding individual donors across all giving levels to advance the organization's mission of feeding the hungry, fighting poverty, and building community.

Key responsibilities include spearheading annual giving campaigns, managing special days of giving (such as NWA Gives), and overseeing all donor communication to meet annual fundraising targets.

As a faith-based nonprofit, For the Love seeks a candidate who demonstrates a growing personal relationship with Christ, maintains a positive and friendly demeanor, and exemplifies the qualities of genuine servant leadership.

## **Key Responsibilities**

- **Donor Strategy & Communication**
  - Develop and implement strategies for appeals, annual giving, and major donor cultivation.
  - Draft compelling proposals, campaign materials, and communications for donors.
- **Database Management & Reporting**
  - Manage prospect lists and monitor fundraising progress.
  - Maintain precise and up-to-date donor records in the CRM including processing gifts, generating timely acknowledgments, and issuing donor receipts.
  - Produce routine reports for organizational leadership.
- **Event & Marketing Support**
  - Coordinate logistical details for fundraising events, donor meetings, and cultivation activities.
  - Assist with marketing and narrative development efforts.

## **Essential Skills & Experience**

- Bachelor's degree (preferred)
- Minimum of 5 years of professional experience preferred in a relevant field such as fundraising, donor relations, or nonprofit marketing.
- Excellent communication skills, both verbal and written, with strong networking and presentation abilities to effectively engage with diverse groups of people.
- Proficiency in utilizing donor databases (CRM) and fundraising software.
- Exceptional organizational skills and meticulous attention to detail.
- Proven ability to manage multiple tasks and consistently meet deadlines.
- Experience with project or volunteer management is considered a valuable asset.

## **Physical Requirements & Work Environment**

- While performing the duties of the job, the employee is regularly required to sit, stand, and occasionally lift up to 25 pounds.
- Working hours may include weekends and evenings for events and donor engagement.
- Hybrid working environment with time working from home and on site at For the Love events.