

JOB DESCRIPTION

Fund Development Coordinator

Summary:

The Fund Development Coordinator assists Fund Development Director in planning and executing a comprehensive fundraising program that will position HRB for growth and success in fulfilling its mission. This includes database management, donor stewardship, event planning support, and some donor relations. This position works closely with the Fund Development Director to collaboratively meet HRB's annual fundraising goals.

Reports to: Fund Development Director

Schedule: 25-40 hours per week hybrid (in-person/remote)

(Position is eligible for health and retirement benefits at 30 hours/week)

Salary range: \$28-\$29 per hour depending on experience

Essential Duties and Responsibilities:

- Cultivate community support for HRB's mission of providing permanently affordable housing options on Bainbridge Island
- Database management including:
 - Salesforce data maintenance, including reconciliations with MailChimp
 - Contribution report pulls and data analysis
 - Donor data entry
- Collaboration with Finance Department to ensure accurate record keeping and reporting
- Existing donor stewardship including thank you letters, tax acknowledgements, and appreciation events
- Event planning support with Fund Development Director, including annual Fall Fundraiser
- External fundraising drive management with community partners like Kitsap Great Give and One Call for All
- Increasing responsibility toward mid-level donor portfolio management

Minimum qualifications:

- Commitment to employing a diversity, equity and inclusion lens to decision-making
- Proficiency in MS Office Suite including Word, Excel, and PowerPoint
- Strong interpersonal skills and written and verbal communication skills
- Experience handling confidential information
- Strong alignment with our organizational mission and values and desire to learn more about affordable housing and the practice of philanthropy
- Ability to work collaboratively and think creatively

Preferred Qualifications:

- CRM database experience, preferably Salesforce
- Event planning experience
- Fundraising experience

To apply: Please send resume and cover letter to Sophia Blamey, Fund Development Director, at sophia@housingresourcesbi.org by July 22, 2024.

About Housing Resources Bainbridge:

Founded in 1989, Housing Resources Bainbridge (HRB) is Bainbridge Island's only nonprofit affordable housing provider and advocate. As a community land trust, we own and manage land for the purpose of providing permanently affordable homes for rent and sale.

Stewardship is a key component of the land trust model. We offer rental assistance, provide help navigating social services and shepherd prospective owners through the home-buying process. We also help older adults and people with disabilities age in place by performing home repairs and modifications.

To those at risk of displacement and homelessness, HRB provides not only housing stability, but access to the strong schools, clean air, and safe neighborhoods of Bainbridge. In this way, we are promoting social and economic mobility and building a more equitable society. We believe that a strong community is an inclusive one.