

**Job Title: Development Coordinator**

**Organization:** Meals on Wheels of Wake County

**Department:** Development

**Reports To:** Director of Development

**FLSA Status:** Non-Exempt / Full-time

Meals on Wheels of Wake County utilizes community volunteers to deliver close to 1,500 lunchtime meals to homebound seniors in Wake County every weekday. We also operate 10 Friendship Cafe locations throughout the county that provide non-homebound seniors with a place to dine together and create community through provided programming for seniors. Our nutritious meals address food insecurity, and our deliveries provide safety checks and friendly visits from community volunteers. Our services allow older adults to live nourished, independent lives safely in their own homes.

**Position Summary:**

The Development Coordinator is responsible for maintaining accurate and up-to-date donor records and supporting the fundraising operations of the organization. This role ensures timely and accurate gift entry, acknowledgments, and reporting using the donor database (DonorPerfect, Bloomerang). The coordinator plays a key role in the success of direct mail campaigns, fundraising events, and donor stewardship efforts.

**Key Responsibilities:**

- Accurately record and maintain donor and gift information in donor database, including checks, online credit card donations, PayPal, EFTs, and recurring gifts.
- Generate customized mailing lists and donor reports to support fundraising, communications, and event efforts.
- Process and mail timely gift acknowledgments, including tribute letters, holiday cards, and end of year receipting. Gifts should be acknowledged and receipted within a week turnaround, barring unusual circumstances or demand.
- Ensure data integrity to support ongoing fundraising, marketing, and communications initiatives.
- Be the master of the database reporting, assisting the development team with timely reporting of where we are to budget, YOY metrics, fundraising by category and any other specific reports, as requested. Analyze the data to help make impactful develop strategy decisions.
- Collaborate with the Accounting department to ensure all donations are reconciled, batches are processed, and monthly donation reports are completed accurately and on time.

- Maintain up-to-date contact lists for donors, board members, faith communities, civic groups, corporations and other targeted groups.
- Assist with the preparation and execution of special events and campaigns, including data transfer between systems and post-event reporting.
- Monitor and manage development-related inventory, including stationary, envelopes, and other supplies.

**Qualifications:**

- Experience with donor database management; proficiency in DonorPerfect, Bloomerang or a similar CRM strongly preferred.
- High attention to detail and commitment to data accuracy.
- Strong organizational skills with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills.
- Demonstrated ability to work collaboratively across departments, especially with finance/accounting staff.
- Ability to learn and adapt to new software systems as needed.
- Experience with Microsoft Office (Word, Excel) and general office equipment.

**Preferred Attributes:**

- A team player with a cooperative and professional demeanor.
- Self-motivated and proactive, with the ability to prioritize tasks and anticipate needs.
- Flexible and adaptable to shifting priorities, especially during high-volume giving seasons.
- Strong problem-solving skills with the ability to identify process improvements.

**Work Environment:**

This position typically works in an office environment and may require occasional evening or weekend hours during major fundraising events or campaigns.

**To Apply:** Please email a resume and cover letter to [sara@wakemow.org](mailto:sara@wakemow.org). No phone calls please.