



Family Promise of Spokane

Donor Relations Coordinator

Last Updated: 1/7/2025

REPORTS TO: Donor Relations Manager

SCHEDULE: 40 hours/week; exact schedule TBD

FLSA STATUS: Non-Exempt

PAY: \$58,320.00 - \$66,493.00 per year

BENEFITS: 100% employer-paid medical, dental, and vision premiums

Paid vacation

Paid sick leave

9 company paid holidays

Bereavement leave

Employer-provided work computer and cell-phone

Flexible schedule

OVERVIEW: The Donor Relations Coordinator will be responsible for developing and advancing partnerships with individuals, couples, and corporations through thoughtful, timely, and purposeful engagement. The Donor Relations Coordinator's responsibilities include but are not limited to, communicating the vision of Family Promise, informing the community on advancements within the organization, and seeking financial and material resources necessary to move the organization to accomplish its mission.

POSITION DUTIES:

- Manage a portfolio of existing medium to large-capacity donors currently supporting the organization, ensuring clear and frequent communications to strengthen the existing relationship.
- Utilize relational networks to identify and engage potential donors with capacity, scaling the impact of individual/couple and corporate gifts to the organization.
- Develop, present, and follow up on customized donor proposals.
- Create and utilize response plans based on specific donor actions to ensure clear next steps for assigned donor segments.
- Secure sponsorships for fundraising events and assist in planning/executing the events to ensure successful execution from start to finish.
- Deliver impactful public speaking presentations at events and meetings to promote the organization's mission.
- Work with other Outreach and Recruitment staff and Leadership to maximize team effectiveness and impact.
- Prepare and send out donor acknowledgements based on giving history.
- Prepare and send "thank you," anniversary, and birthday cards to assigned donors.
- Other duties as assigned.

QUALIFICATIONS:

- Proven ability to raise \$200,000 or more per year for an organization.
- Must have a minimum of one year of experience in fundraising, development, sales or phone sales, or demonstrate the ability to leverage their own network for outreach and contributions.
- GED or High School diploma required; college degree ideal.
- Passionate about Family Promise's mission and goals.
- An independent, self-directed problem solver.
- A quick learner.
- Professional in appearance and manner.

SKILLS:

- Strong strategic planning abilities with a focus on achieving measurable outcomes.
- Excellent written and verbal communication skills, capable of engaging diverse audiences.
- Strong interpersonal skills focused on creating connections with both community members and staff team members.
- Comfortable "cold-calling" people and maintaining a positive, warm attitude.
- Knowledge of best practices for donor communication.
- Demonstrated success in fundraising or sales efforts with a track record of meeting or exceeding goals.
- Familiarity with Bloomerang or similar software for managing donor databases and tracking contributions.

EQUIPMENT UTILIZED - This position requires regular use of the following tools:

- Computer and supporting software programs: Google Suite, Email, Slack, Canva, Wix, Typeform, etc.
- Electronic databases
- Other office equipment including, but not limited to, printers and copiers

PHYSICAL REQUIREMENTS - This position may require an employee to successfully perform the following functions of the job. Reasonable accommodations may be made.

- Frequently sit, stand, climb, walk, pull/push, grasp, reach, stoop/crouch, crawl, and talk.
- Active mobility for up to 2 hours at a time
- Move, lift and/or carry up to 25 pounds in accordance with State of Washington Labor & Industry standards

WORKING CONDITIONS - This position will be completed under the following conditions.

- Located on site at the Family Promise Offices (primarily indoors in an office and/or shelter environment).
- Must be available to work outside of typical office hours for occasional events or presentations.
- May be chaotic, busy and loud at times.
- May require occasionally working outside in varying weather conditions.
- Use of cleaning chemicals.
- Client population may include persons involved in gangs, with substance abuse concerns, homelessness and/or tendencies towards violent behavior.

TO APPLY: Fill out an online application at www.familypromiseofspokane.org/careers. We may reach out for an interview if desired.

Family Promise of Spokane retains the discretion to add to or change the duties of the position at any time. This document is not a contract.