



<b>Job Title:</b> Development & Stewardship Coordinator	<b>FLSA Classification:</b> Hourly, Non-Exempt
<b>Salary/Hourly:</b> \$49,000-\$51,000	<b>Reports To:</b> Chief Advancement Officer
<b>Date Created/Revised:</b> December 18, 2024	<b>Department:</b> Development & Communications

**SUMMARY:**

The Development & Stewardship Coordinator will oversee the Development team’s donor database Raiser’s Edge, assist with gift processing, work in tandem with another Development & Stewardship Coordinator, and support the Development & Communications Department with donor stewardship and special events.

**ESSENTIAL FUNCTIONS:**

- Ensure timely gift processing of donations, matching gifts, stock, ACH, and in-kind gifts, entering all donor data from checks, correspondence, and online transactions into database on a timely basis.
- Keep contacts information updated in the system of record.
- Maintain donor database entry and updates with utmost integrity, confidentiality, and accuracy.
- Process all checks and Petty Cash into Raiser’s Edge.
- Gather reports from NPOs for donor data for each portal deposit.
- Send Daily Gift Log with report of entries for the day and attach supporting documents.
- Complete a monthly review of data, working with finance on data accuracy and running reports for the monthly reconciliation.
- Provide weekly reports to finance on ACH information from Raiser’s Edge.
- Import volunteer hours data from other software into Raiser’s Edge database.
- Run queries, donor mailing lists, email lists, exports and impact reports as needed.
- Run or build reports for events.
- Proper uploading, linking, and maintenance of RENXT profiles.
- Manage backend tables for all funds, campaigns, appeals with updates as needed.
- Support in fundraising efforts for annual operating and capital campaign gifts.
- Occasional evening or weekend activities require DevCom Team support including special event set-up and tear down as well as donor relations activities at the site on the day of the event.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

### **COMPETENCIES:**

- Display an exemplary sense of integrity and accountability in support of the Kids' Meals mission.
- Possess a high degree of professionalism and drive for results.
- Comply with all state and federal laws, as well as Kids' Meals policies and procedures.
- Perform multiple tasks, adapt on short notice, and execute accordingly.
- Communicate effectively and courteously with all stakeholders.

### **KIDS' MEALS CORE VALUES:**

*At Kids' Meals we feel strongly that our Core Values are an integral part of our mission and of an individual's personal ethics or ideals that ultimately guide them when making decisions, leading/empowering others, building internal and external relationships, effectively communicating, and solving problems. Therefore, they are an integral part of our Company's job descriptions essential functions and core competencies. Our Core Values are:*

- **We strive to succeed.** We strive to be the best in everything we do. We lead by example, take on big challenges, continue learning and never stop growing.
- **We include everyone.** We celebrate and pursue diversity because everyone is needed in the fight against childhood hunger. Ideas, experiences, and stories from people different from us make us better. Together, we can achieve something bigger than we can alone.
- **We do the right thing.** It matters how we play the game. We act with integrity, even when no one is watching and take accountability for all our actions.
- **We deliver hope and find the joy.** We do our best work when we do it with a strong sense of purpose and compassion for a better world for our children. Every day we deliver hope disguised as a meal. We believe we can find joy even in the hardest challenges or the smallest tasks.
- **We watch out for each other.** We are uncompromising in our commitment to the safety and well-being of everyone and make safety a priority in all decisions. Safety always because people come first.

### **SUPERVISORY RESPONSIBILITIES:**

- None.

## **REQUIRED EDUCATION AND EXPERIENCE:**

*The ideal candidate for this position will possess the following:*

- Bachelor's degree from an accredited four-year educational institution preferred. Or equivalent work history is acceptable.
- Demonstrated data entry, administrative skills, and enthusiasm to get the job done on time and with accuracy.
- Minimum 1 – 4 years in non-profit development experience with databases, gift acknowledgement, development best practices and high standards.
- Strong communication and interpersonal skills with the ability to convey clearly concepts and procedures.
- Ability to take direction but be self-motivated to support the goals and initiatives of a collaborative development team.
- Excellent time management skills with the ability to prioritize your own workload under pressure.
- Exceptional attention to detail.
- Proficiency in Microsoft Office Suite: Word, Excel, Outlook, PowerPoint; Advanced Excel preferred.
- Proven proficiency with donor database software Raiser's Edge preferred.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, and on occasion lift and/or move up to 25 pounds. Specific vision abilities required by this job include close computer vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

**For more information and to apply, visit [kidsmealsinc.org/careers/](http://kidsmealsinc.org/careers/) or email [hr@kidsmealsinc.org](mailto:hr@kidsmealsinc.org).**

---