



**Job Title: Development Coordinator**  
**Reports To: Assistant Director - Loveland**

**Department: Development**  
**FLSA: Hourly / Non-Exempt (\$18hr DOE)**  
**32-34 Hours: Full-time**

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## Organization

Founded in 1961, House of Neighborly Service assists and advocates for people challenged by the effects of poverty or situational crisis by providing basic need services.

## Overview

The Development Coordinator is a vital leadership position at House of Neighborly Service, responsible for driving all fundraising initiatives, including organizing events, managing seasonal campaigns, enhancing community awareness, sponsorships, and support of donor programs. We seek an organized, relational team player who can foster meaningful connections between the community and our mission. The Development Coordinator will collaborate closely with the Executive Director, Assistant Director(s), and the Development team.

## Responsibilities

Specific duties include but are not limited to:

### **Fundraising & Development**

- Develop and implement comprehensive fundraising strategies to meet annual financial goals.
- Plan and execute diverse fundraising events, campaigns, and initiatives to engage and expand our donor base.
- Cultivate and maintain relationships with corporate sponsors, community partners, and individual donors, in collaboration with the Assistant Directors and Executive Director.
- Research and identify potential funding source and sponsorship opportunities.
- Create compelling fundraising materials to effectively communicate our mission and needs.
- Provide regular reports on fundraising progress, community engagement, and financial goals.
- Organize and implement events to attract, manage, and retain donors, while tracking metrics related to fundraising efforts.

### **Business Engagement**

- Build and steward relationships with the business community, organizing partnership and networking opportunities.
- Maintain accurate records of business and individual engagements in CRM, in partnership with the Development Team and Finance.
- Collaborate with the Volunteer Coordinator to facilitate volunteer opportunities for corporate and community groups.

### **Marketing & Community Awareness**

- Collaborate with the Development Team to plan and execute the content marketing schedule.

### **EQUAL EMPLOYMENT OPPORTUNITY**

House of Neighborly Service (HNS) is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or any other applicable status protected by state or local law. In addition, HNS will provide reasonable accommodations for qualified individuals when appropriate.

- Develop and coordinate community opportunities for fundraising and awareness, including promotions and third-party fundraising events.
- Work with the Assistant Director to create collateral and promotional materials.
- Represent House of Neighborly Service at events and networking meetings.
- Conduct Life Center tours for the general public, potential partners and donors.

### **Requirements/Qualifications:**

- Proven leader and self-starter with a successful track record in fundraising.
- Highly organized and detail-oriented, with the ability to manage multiple projects and tasks efficiently.
- Strong interest in community work, able to convey the mission and values of House of Neighborly Service effectively to prospective donors and the public.
- Excellent interpersonal skills, capable of collaborating with diverse partners and stakeholders.
- Comfortably works independently and as part of a team.
- Proficient in Excel, CRM software, Canva, and Microsoft Office, with experience in using fundraising platforms.
- Experience in marketing, content creation, social media, and promotions, coupled with exceptional writing and speaking skills to motivate individuals to take action.
- Strong commitment to fulfilling the mission of House of Neighborly Service and positively representing the brand.
- Proactive problem solver with strong attention to detail and excellent organizational, time management, and follow-through skills.
- Ability to exercise independent judgment, think critically and strategically, and collaborate effectively in team-building efforts.
- Strong customer service orientation and ability to communicate persuasively and effectively both verbally and in writing.
- Valid driver's license and reliable transportation.
- Ability to work some evenings and weekends.

### **Schedule**

General hours are 8:00 AM – 4:30 PM Monday – Thursday. This position requires some evenings and weekend work. Flexibility in this position's schedule is required based on events, donor meetings, and networking opportunities.

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### **Culture**

- Approach daily tasks, projects, and follow-up communication with energy and thoroughness.
- Show respect and appreciation for others, including HNS and Life Center clients and partners.
- Arrive to work and meetings early.

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**Servant Leadership**

- Genuine interest and action in helping others.
- Genuinely and consistently treat co-workers, donors, and Life Center partners like they are the most important person including eye contact, a smile and a genuine "Thank you".

**Teach-ability**

- Consistent eagerness to learn, listen, apply knowledge and accept feedback.
- Strong initiative and vision for continuous improvement while contributing to a positive team atmosphere.

**Dress Code**

- Meets HNS dress and grooming expectation in support of professional, clean and welcoming environments for donors, volunteers, and co-workers (see employee handbook).

**Efficiency**

- Demonstrate pride and ownership of their work while meeting expected deadlines.

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Staff

Date

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Human Resources

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