



Development Coordinator Job Description

Job Description: The Development Coordinator is a new addition to Soft Landing Missoula's fundraising team. This position aims to increase the organization's fundraising capacity by supporting the Development Team in engaging our incredible community of supporters, managing vital administrative fundraising activities, and helping to further grow and develop certain elements of our annual and long-term fundraising plans.

The ideal candidate for this position has a strong understanding of data management, organizational systems, and relationship building. It's an excellent opportunity for someone looking to establish and/or grow themselves in their career as a non-profit fundraiser. The role involves overseeing gift processing and acknowledgments, managing data entry and integrity in the organizational database, driving efforts to increase corporate engagement, and providing support in grant-writing.

The Development Coordinator joins the Development Team, which consists of the Donor Engagement & Impact Director, Executive Director and Deputy Director, with occasional assistance from the Community Center Coordinator and other volunteers.

As an entry-level position, there is ample room for professional growth as a fundraiser and room for this staff member to help shape this new position. Additional responsibilities taken on by the Development Coordinator will be determined collaboratively with the Donor Engagement & Impact Director, considering the team's needs and the candidate's skills, talents, and interests.

This individual will join a passionate, collaborative, and fun team and will be an integral part of helping Soft Landing Missoula increase its ability to serve a growing number of refugees and immigrants while also furthering Missoula's capacity to be a welcoming community.

Reports to: Donor Engagement & Impact Director

Benefits: Generous benefits package includes health and dental insurance (individual premium paid in full by Soft Landing Missoula), 12 paid holidays, 4 weeks paid vacation, 2 weeks paid sick leave, parental leave, and flextime in a friendly office that believes in an appropriate work/life balance.

Wage: 35 - 40 hours / week at \$20.00 / hour

Work Environment: After a period of training and integration working primarily in the Community Center /office, this staff member has the flexibility to design a hybrid work arrangement that works with overall organizational staffing needs. Occasional night and weekend hours required.

About Soft Landing Missoula: Since 2016, Soft Landing Missoula has partnered with our community to provide supportive services and welcome for refugees and immigrants in Missoula, working together to create a home where new neighbors can integrate and thrive. We believe in a world where refugees and immigrants have opportunity, dignity, and the freedom to build the life they wish to live as members of a welcoming community. Our values of community, equity, creativity, kindness, trust, and joy guide in this work of welcome.

Soft Landing Missoula operates as a project of Social and Environmental Entrepreneurs, a 501(c)3 nonprofit organization providing fiscal sponsorship.

Core responsibilities:

1. Database Management & Analysis

- Oversees all tasks related to data entry, quality and integrity. Ensures the records in the donor database are accurately kept and regularly maintained.
- Creates and pulls reports from the donor database to support any needs related to donor stewardship, events, and solicitation mailings / emailings.
- Collaborates with the fundraising team and our fiscal sponsor on monthly income reconciliation between Salesforce (donor database) and Aplos (accounting software).
- Ensures accurate and timely data entry following interactions with donors. Performs data entry and notes on an ongoing basis in the donor database.
- Captures data from other SLM programs and ensures it is reflected in the database.

2. Gift Processing & Donation Acknowledgement

- Prepares and reconciles deposits with Soft Landings' donor database and accounting software.
- Ensures gift processing is timely and acknowledgments are prepared and sent on a weekly basis (or more frequently during periods of high-volume donations.)
- Regularly updates content of acknowledgement letters, emails, and other donation-related correspondence.
- Provides administrative support to the Development Team including scheduling meetings, processing invoices and reimbursements, entering contact and engagement notes in the database, and other routine administrative tasks.

3. Corporate & Individual Donor Relations

- Coordinates and executes all aspects of soliciting and stewarding corporate sponsors. This includes establishing and building relationships with corporate partners, designing and developing print and digital assets for sponsorship opportunities, ensuring all sponsorship recognition is fulfilled, as well as preparing follow up reports to all corporate partners.
- Supports donor stewardship and retention efforts by assisting with periodic written and verbal communications to individual, corporate and foundation supporters.
- Works collaboratively with the Donor Engagement & Impact Director to provide support in achieving goals set forth in an annual fundraising plan that incorporates a range of strategies including direct mail appeals, email / social media appeals, and events.

4. Grant Research & Writing

- Identifies and explores new funding opportunities from grantmaking foundations or government organizations.
- Gathers supplemental materials required for grant proposals and reports (financial statements, board/staff lists, budgets, etc.).
- Writes grant proposals for funding opportunities as delegated by the Impact Director

Additional responsibilities include:

- Researches and responds to trends in nonprofit fundraising, recommending and creating new opportunities to be adopted by Soft Landing Missoula.
- Helps plan and implement house parties, small fundraising events, supporter town halls, and assists with donor communications and relationship building activities.
- Participates in intentional learning efforts, including events and opportunities related to understanding and dismantling institutional racism, building cultural humility, and community centric fundraising.

Preferred qualifications:

- A minimum of 2 years' experience in a nonprofit organization;
- Ability to establish and meet deadlines and experience in setting and achieving fundraising goals;
- Comfort and ease interacting effectively and compassionately with a wide range of individuals from diverse backgrounds;
- Passion for refugee resettlement and immigration in Missoula, experience working in a multicultural environment;
- Exceptional attention to detail and accuracy with a commitment to good customer service, confidentiality, and accuracy of sensitive records;
- Strong written and verbal communication skills;
- Skilled in managing large-scale projects with the ability to work independently and part of a team to accomplish tasks and make processes along to achieve a larger goal;
- Self-motivated with the ability to prioritize and manage multiple projects simultaneously and meet deadlines;
- Proficiency with office technology, including Microsoft Office, Google Suite;
- Experience using any database for data entry and reporting purposes (we use Salesforce);
- Knowledge of and values alignment with contemporary movements in the philanthropic sector, such as community-centric fundraising, decolonizing wealth, and more.

To apply: Email resume, one-page cover letter and list of 3 references to molly@softlandingmissoula.org. PDF format preferred.

Not sure you meet 100% of the qualifications? We recognize that potential candidates with identities that have been historically excluded from the fundraising field may be less likely to apply for jobs unless they meet every one of the qualifications as described in the job description. If you believe that you could excel in this position, we encourage you to apply.

Application review will begin the week of August 21, 2023. Applications after that date are encouraged and will be accepted on a rolling basis until the position is removed from the Soft Landing Missoula job openings page. We are hoping for a start date in the fall of 2023.