



Development Coordinator

At Shalom Farms we believe everyone deserves access to healthy food. We are a Richmond, VA based nonprofit working together to build healthy communities by growing and sharing healthy food. The food we grow is distributed through our network of programs and partnerships in communities where access to healthy food is limited. As a team, we are passionate about addressing the complex nature of food access issues, committed to being anti-racist and to understanding the systemic causes of injustice, and dedicated to bringing about meaningful change.

The Development Coordinator coordinates our internal data. This position is an integral part of the Development team and reports to the Development Director, but also works closely with the Operations Director. The Development Coordinator independently maintains a database, records revenue & expenses, generates reports & acknowledgement letters, and assists with fundraising and stewardship events and internal meetings.

KEY AREAS OF RESPONSIBILITY

Data Entry and Management (60%)

Enter all revenues and expenses into the appropriate database or system. Generate acknowledgements and reports.

Administrative (30%)

Answer phone, open mail, make deposits, and assist with board and committee meetings.

Event Management (5%)

Coordinate logistics for meetings and events and help manage day-of operations.

Other (5%)

Supervisor check-ins, staff meetings, cross-departmental opportunities, and other duties as assigned

Details

Data Entry and Management (60%)

- Document all donations and record them in the donation database. Reconcile earned revenue.
- Ensure the monthly reconciliation of receipts to credit card statements. File and maintain accounting files (invoices, check stubs, and bank statements).
- Record revenue breakdown of deposits of each month.
- Maintain records in customer relationship management system (Little Green Light)
- Create donation forms in database
- Import online donations

- Update Recurring Donor dashboard. Contact lapsed recurring donors, generate quarterly acknowledgements and EOY stewardship
- Pull reports and lists from CRM database for Development Director

Administrative (30%)

- Serve as the director of first impressions for clients to include answering the main telephone line, greeting and assisting visitors, and resolving or referring administrative items to the appropriate area
- Generate materials for and take minutes during board meetings.
- Create an agenda for and take minutes during Fund Development Committee meetings.
- Open mail and sort.
- Make weekly deposit
- Generate all donation acknowledgement letters/receipts, address envelopes and mail.
- Manage tribute notifications

Event Management (5%)

- Assist in internal meeting preparations to include setting up, breaking down, coordinating meal arrangements and A/V troubleshooting.
- Assist in coordinating fundraising and stewardship event logistics and day-of operations.

Other (5%)

- Meet weekly with Development Director
- Attend and actively participate in weekly Development Team meetings, bimonthly Fund Development Committee meetings, and monthly all-staff meetings
- Other duties as assigned

QUALITIES

- Strong interest in food justice and/or nonprofit direct service work
- Commitment to anti-racism and equity
- Flexible, creative, and solutions-oriented
- Positive attitude, willing and able to work independently and within a team environment
- Ability to track, prioritize, and coordinate on several time-sensitive projects simultaneously
- Detail oriented with excellent organizational skills

Must Have

- Previous development or administrative experience or comparable experience
- Ability to maintain confidentiality, organize and prioritize responsibilities.
- Strong written and verbal communication skills to include proofreading.
- Ability to work independently

Nice to Have

- Bachelor's degree or one or more years of professional/lived experience in administration or

development

- Experience working and/or living in and with communities experiencing food insecurity

Compensation and Hours

All employees are required to comply with the policies and procedures contained in the current Shalom Farms Employee Handbook, and with all applicable local, state, and federal laws.

This is a Category 1 [Full-time (40 hours/week), year-round exempt, salaried position] based in Richmond, VA, with the potential for a hybrid work schedule paying \$42,000 annually. The position includes medical, dental, and vision insurance, paid holidays and generous Paid Time Off (PTO.)

Standard weekly schedule will be Monday through Friday with occasional night and weekend work.

Shalom Farms is committed to building a diverse workforce that is representative, at all job levels, of the communities where we work, partner, and serve. We believe that diversity and equity among our teammates are critical to our success as an organization and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

TO APPLY

To apply for this position, please send (brief) cover letter, resume, and 2-3 references via email (with “Development Coordinator” in the subject line) to info@shalomfarms.org.

Applications accepted on a rolling basis until the position is filled.

For more information please visit shalomfarms.org