Development Coordinator

Reports to: Executive Director
Full time

About Kitchens for Good:
Kitchens for Good is a nonprofit social enterprise that break the cycles of food waste, poverty and hunger through innovative programs in workforce training and healthy food production.

Position Description:
Under the direction of the Executive Director, coordinate, implement and expand all aspects of Kitchens for Good's development efforts, events, projects and tasks. Responsible for implementation of annual fundraising plan and development of fundraising-related communications/solicitations. Manage donor database system. Build and maintain positive relationships with potential and existing volunteers and donors.

Essential Job Responsibilities:
Provide support to the Executive Director and Kitchens for Good leadership. Understand the Organization's programs, activities, operations, policies, and procedures to perform all duties and achieve goals and objectives. Assist with public and private grant requests and reporting. Other duties as assigned by Executive Director. Some evening and weekend work may be required.

Minimum Requirements:

- Bachelor's degree preferred or equivalent experience required
- Minimum 2-3 years of fundraising experience required
- Excellent written and oral communication skills
- Proficient in all Microsoft Office products
- Ability to work independently
- Strong organizational skills
- Ability to multi-task in a fast-paced environment
- Attention to detail and accuracy
- Proficient with all MS office products
- Salesforce experience preferred

If you are interested and meet the requirements, please submit your cover letter and resume to jgilmore@kitchensforgood.org.

Kitchens for Good offers competitive wages, full medical coverage with an option for voluntary dental and vision coverages, and paid time off.

Pre-employment background check required.

Kitchens for Good is an Equal Opportunity Employer and committed to workforce diversity. M/F/D/V are encouraged to apply.