



JOB DESCRIPTION

Title:	Development & Communications Coordinator	Date Created:	May 2026
Grade:	010	FLSA Status:	Exempt
Location:	Lincoln Square / Remote	Time Commitment:	40 hrs. weekly
Reports To:	Director of Development	Date of Last Revision:	May 2026

Job Objective: The Friendship Center's Development Coordinator works collaboratively with the Director of Development to engage stakeholders to make a financial impact and increase our ability to foster hope and dignity in our community through access to food and other vital resources.

ESSENTIAL FUNCTIONS:

In collaboration with the Director of Development, coordinate efforts for the following:

- Donor Solicitation
 - Identifying and cultivating new and existing fundraising opportunities including online campaigns, email solicitations, direct mail appeals, and other partnerships.
 - Researching foundations, corporations and other grant opportunities and organizing them so grant writers can effectively compose proposals and gather details.
 - Liaising with and supporting an Associate Board in the production of fundraising events.
 - Producing solicitation materials for donors and prospects.
- Donor Stewardship and Recognition
 - Maintaining scrubbed, standardized, and current constituent and gift records in our CRM.
 - Promptly engaging donors with thank you notes, calls, and newsletters as needed.
- Communications and Stakeholder Engagement
 - Creating and/or coordinating email campaigns, newsletters, and blog posts.
 - Producing engaging social media content and ensuring that relevant updates are shared via all organization social media pages.
 - Be present at TFC at least 25% of working hours to capture content and assist with other duties as needed.
 - Managing the organization's website content.
 - Attending community events as needed, acting as the face of TFC.
 - Attend all fundraising events and help capture content.

SECONDARY FUNCTIONS:

- Stay current on the needs and trends of populations served, and other resources in the area.
- Participate in professional development webinars, trainings, meetings, and conferences, as appropriate.
- Attend all necessary team meetings and trainings according to The Friendship Center policies.
- Other duties as assigned.

Educational Requirements:	Minimum Requirements/Experience:
Bachelor's degree in related field or commensurate work experience	● One or more years of fundraising experience with demonstrated growth in responsibilities, including cultivation, solicitation, and stewardship strategies and techniques. ● Demonstrated track record and passion for inspiring people to give. ● Effective written and verbal communication skills. ● Strong attention to detail and organization skills. ● Experience using CRM systems, social media, websites, and email tools ● Understanding of the issues of hunger relief, food rescue, and/or other social challenges.

The Friendship Center embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain, and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential.