



Donor Relations Coordinator Job Description

Work Hours & Location:

Hourly – Part-Time ~25-30 hours per week, one day per week in office during a time that aligns with organization needs. Flexible work-from-home options for other work hours. This position travels within Eastern Iowa for donor engagement activities.

Pay:

Hourly, commensurate to sales/fundraising/donor development experience

Position Summary:

The Donor Relations Coordinator supports the development and fundraising efforts at Table to Table through donor engagement, relationship-building, and grant coordination activities. A creative and detail-oriented team member, this position helps carry out the organization's donor stewardship and revenue generation strategies.

The Donor Relations Coordinator will assist with outreach to current and prospective donors, focusing on donor engagement, stewardship, and cultivation. This includes personalized communication, meeting preparation, event support, and data entry. The role also includes supporting grant research and assisting with writing and submitting grant applications for corporate funders.

Supervision Given By:

The Donor Relations Coordinator is supervised directly by the Executive Director, with guidance and collaboration from with the Development & Communications Coordinator. Supervision is provided through regular check-ins and an annual performance review.

Qualifications and Competencies:

- A passion for Table to Table's mission to bridge the gap between abundance and hunger to increase food equity and reduce environmental harm by collecting and redistributing surplus food through partners to people who can use it.
- Minimum of 1 years of experience in fundraising, sales, marketing & communications, donor relations, or nonprofit administration preferred.
- Some experience in grant research or writing in a nonprofit or related setting is a plus.
- Strong communication and interpersonal skills.
- Organized, detail-oriented, able to manage multiple tasks simultaneously, and prioritize with guidance.
- Ability to write clearly and effectively for donor communications and basic proposals.

- Proficiency in Google Docs and database systems; experience with Salesforce a plus.
- Comfort engaging with donors and community members in person and by phone or email.
- Exceptional project management, organizational and time management skills, with an ability to prioritize and manage multiple projects simultaneously, seeing projects to completion on deadline.
- Excellent public speaking and presentation skills for the purpose of promoting Table to Table's mission. Ability to connect with others and forge strong relationships.
- High ethical standards, discretion, and confidentiality in working with donor information.
- Familiarity with the Johnson County business and nonprofit community preferred.
- Ability to work well within a diverse team and across departments.

Licenses, Certifications, or Similar Qualifications:

Must be 21 or older with a valid driver's license and a good driving record for the past 4 years, or have reliable public transportation access for meetings and donor events.

Position Goals and Metrics:

The Donor Relations Coordinator will focus on the following key objectives:

- Support donor engagement and communication to help increase donor retention and household giving.
- Assist in implementing a donor relations plan that aligns with strategic goals.
- Complete and submit corporate partner grant applications by deadlines. Track, document, and complete deliverables including reporting as needed.
- Contribute to stewardship activities and lead donor recognition efforts.

Revenue goals for the position align with the strategic plan and will be revised annually to align with the capacity and experience level of the position.

Essential Functions:

Donor Engagement and Stewardship Support

- Develop and maintain a database of prospective funders.
- Prepare and send donor thank-you letters and assist in recognition efforts.
- Through segmentation and donor recognition coordinate a moves management plan
- Increase touch points with donors and support/advise the Communications and Development Coordinator in increasing the number of targeted fundraising asks per year
- Identify prospective donors and increased donation opportunities and help coordinate donor meetings and involvement opportunities for staff, board, and volunteers.
- Work with Communications and Development Coordinator to develop corporate hosted fundraising events

- Identify major gift solicitation opportunities and under the supervision of the Executive Director facilitate and prepare for donor meetings.
- Ensure tracking of donor relations activities in Salesforce and maintain accurate records for high priority cultivation prospects. This includes but is not limited to completing contact reports to document visits with donors/sponsors and make action plan for follow up
- With support of the executive director, Implement program for donor advised and qualified charitable distribution fund solicitation and engagement

Corporate Funder, Grant, and Sponsorship Development

- Conduct preliminary research on grant and corporate funding opportunities.
- Draft corporate grant narratives, letters of intent, and applications. Writing compelling narratives that align with the organization's mission and the specific requirements of each funder.
- Gather supporting materials and collaborate with program staff for proposals.
- Help track submission deadlines, deliverables, and reporting requirements.
- Communicate regularly with funders to provide updates, reports, and ensure compliance with funding agreements.

Please note: This job description is not intended to be a comprehensive list of all responsibilities. Table to Table is a collaborative and adaptable organization, and team members are expected to be flexible and responsive to evolving organizational needs.