

**Position: Development Coordinator**  
Non-exempt / Full time on-site position  
Reports to: Director of Philanthropy



## Job Description

### Position Summary

Hastings Family Service is seeking a Development Coordinator to support our mission to engage community to provide help and hope to neighbors through fundraising, donor stewardship, and community engagement efforts. This role serves as the operational foundation of the resource development team, ensuring donor data integrity, gift processing, reporting, and event logistics are managed with accuracy and care. The Development Coordinator also contributes to content creation that shares the HFS story and impact with donors, partners, and the broader community while championing our values of respect, generosity and inclusion.

If you looking for a full-time on-site position of purpose where you can use your unique combination of excellent computer, communication and people skills to strengthen organizational relationships, **please apply through this link: <https://hastingsfamilyservice.easyapply.co>. Applications reviewed on an ongoing basis until the position is filled.**

### Essential duties and responsibilities:

#### Development Operations and Donor Support (50%)

- Manage all donor database functions (Network for Good/Bonterra) including gift entry and acknowledgement with critical accuracy that ensures data integrity
- Prepare deposits and reconcile monthly with the Office Manager
- Maintain mailing lists as well as address and donor information updates in Network for Good; Document and update processes
- Serve as a welcoming presence, eager to assist with walk-in donations to the Donation Center, answering questions, gathering donation information/photos and sharing gratitude
- Other duties as assigned

#### Event Coordination and Community Engagement: (30%)

- Lead the planning and implementation of key fundraising and community events that deepen donor relationships, support sponsor engagement, and expand community awareness; includes annual HFS events including Hastings Tastings/MN Foodshare (March), Drive Out Hunger Golf tournament (June), and Give to the Max day (Nov)
- Provide staff support for the volunteer organizers of an annual Gobble Gait event and assist with on-site coordination of event on Thanksgiving morning
- Assist with community outreach including community-led drives/donations and events
- Develop and maintain partnerships that build support for the mission and invite in the community and volunteers to be part of the HFS family

#### Content creation and Storytelling: (20%)

- Help capture and share the HFS story through donor and community communications, ensuring impact and gratitude are consistently communicated across channels
- Assist in the creation and updating of marketing and fundraising materials, signage, direct mailings, e-news, social media, website updates, brochures, etc.
- Put together display/materials for information tables and represent HFS at external events
- Coordinate printing and outsourcing/contract work as needed

## **General**

- Participation in relevant continuing education and staff development opportunities
- Occasional evening and weekends as needed
- Other duties as assigned

## **Education and Experience**

**Education:** Bachelor's degree and/or equivalent professional experience including 3+ years working in a nonprofit and/or fund development environment

### **Required Experience:**

- Previous professional experience in nonprofits, fundraising operations, database management and event planning; Minimum of 3-5 years strongly preferred (mid-level position with room for growth)
- Proficiency with databases and standard office and design tools and the ability to master new technologies (HFS uses Network for Good/Bonterra), Microsoft Office products (Word, Excel, Outlook, Publisher, Teams), Adobe InDesign/Creative Suite, Canva, etc; ability to take/post photos and video
- Demonstrated success in the hands-on coordination of events and ability to work effectively with volunteers/committees
- Comfort working across teams and building relationships with diverse stakeholders

### **Preferred Experience:**

- Experience working with the public with increasing levels of responsibility
- Experience working in a volunteer-driven organization (over 500 volunteers make HFS programs possible)
- Knowledge of the Hastings area

## **Ideal Competencies to thrive in this position**

- Exceptional verbal, written and listening communication skills
- Strong organization/time-management skills with attention to detail to effectively organize, prioritize, and multitask in a fast-paced environment, and the flexibility to adjust to changing priorities and workflow
- High degree of confidentiality and discretion handling sensitive information; the ability to utilize technology and analyze data to inform decisions and problem-solve
- An energetic collaborator who works with a spirit of fun and optimism

## **Attributes Expected of all HFS Staff:**

- Strong commitment to mission and access, serving as a positive ambassador of the HFS mission and programs at all times
- A commitment to diversity, equity and inclusion and the desire and ability to work with people of all ages, cultural backgrounds and life experiences without bias or judgement
- Model exceptional hospitality, making HFS a welcoming and trusted organization where people know that they matter and they belong
- Respect and value all relationships, always assuming best intentions
- High level of personal and professional integrity, ethics and customer service
- Embrace fun as part of doing good work!

Excellent benefits package including but not limited to medical, dental, employer paid life insurance, 403B retirement with employer match, 13 paid holidays including your birthday, and generous vacation and sick leave in an environment where family always comes first. Salary \$46,000-\$55,000 DOE.

## **About Hastings Family Service (HFS)**

Hastings Family Service is a 55-year old nonprofit providing programs and services to help with the basic needs of food, clothing, transportation and housing for our neighbors, including assistance in finding and navigating resources during challenging times. HFS is part of a supportive community and our staff, volunteers, donors, and partners are critical to the success of our mission to engage community to provide help and hope for neighbors. Success in meeting the mission fuels our vision of a caring and connected community where all neighbors can thrive.

**HFS Values:** People come first. \* Inclusion matters. \* Connections fuel impact.  
Community drives purpose. \* Gratitude guides us.

### **HFS Programs and Services:**

- Market food programs: Market food shelf in-person shopping and drive-thru, Mini-Market, Market Cart, holiday meals, NAPS, Food Rescue, and Market on the Move (MOM) mobile programming
- Meals on Wheels
- Just Friends Transportation
- Emergency financial assistance
- School Supplies assistance
- Project Share holiday assistance
- Information/Community Resources