



God's Pantry Food Bank is seeking a full time **Development Coordinator** to work as an integral part of the Development Team with major emphasis on managing the donor database – The Raiser's Edge, and grant applications and reporting. The Development Coordinator will also provide assistance to the annual giving program, donor stewardship, fundraising events, public relations, and general fundraising activities. The Development Coordinator reports to the Senior Development Manager.

Qualifications: Bachelor's degree. Nonprofit or fundraising experience a plus. Experience in computer databases a plus. Proficiency in Microsoft applications. Good writing and communication skills. Attention to detail is critical. Exceptional people and relationship skills necessary. Flexibility and ability to juggle multiple tasks is a must. This person must work well in a team atmosphere and be dedicated to the mission of God's Pantry Food Bank, and share a concern for the issues of hunger and poverty and their solutions. The position involves light to moderate lifting. Access to vehicle and good driving record is required. Must be available some evenings and weekends.

Given that God's Pantry is both a crisis response and an ongoing service agency, it is necessary that staff be adaptable and creative, able to deal with rapid change and unusual demands of time and effort. It is also imperative that excellent working relationships and a positive atmosphere be maintained with not only the staff, but with donors, volunteers, clients and all others with whom the employee comes in contact while representing God's Pantry Food Bank.

Please send cover letter and resume to Rebecca Wallace, God's Pantry Food Bank, 1685 Jaggie Fox Way, Lexington, KY 40511; or email it to rwallace@godspantry.org.

The mission of
God's Pantry Food Bank
is to reduce hunger in Kentucky
through community cooperation
making the best possible use
of all available resources.