



## DEVELOPMENT COORDINATOR JOB DESCRIPTION

Position Title	Department	Reports to
Development Coordinator	Portland	Chief Development Officer
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	3.27.2025

### POSITION SUMMARY

The Development Coordinator is responsible for administrative support and connecting the public to Ronald McDonald House Charities Maine (RMHCME) through community benefits and 3<sup>rd</sup> party fundraisers and ensuring general engagement and investment in RMHCME’s mission through awareness campaigns and outreach. Attention to detail, discretion and confidentiality of donor and Charity information, flexibility, excellent written and verbal communication skills, and a passion for RMHCME and its mission are required. Collaborate with the Manager of Special Events and Annual Giving, the Marketing Manager, and the House Directors to achieve outreach and awareness goals within the annual Development & Marketing plan. Works in tandem with the development team on awareness, outreach, grants, sponsorships, events, stewardship, and marketing. This position is primarily based at the Ronald McDonald House in Portland with travel for community engagements across New England as needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Administration

- Supports the Business Manager in using Raiser’s Edge donor database system to record all donations and create appropriate correspondence within two business days from the time the donation is received.
- Support the donor acknowledgement process to ensure donors are promptly and appropriately thanked.
- Assist with the processing of in-kind donations and volunteer data.
- Provide backend assistance with recurring giving program including processing monthly gifts and overseeing changes, complete annual tax acknowledgements.
- Manage all partner and internal donation sites, including but not limited to: Global RMHC, Network for Good, CrowdRise, and Benevity.
- Manage RMHCME profile on Charity Navigator, Guide Star, Your Cause, etc.
- Serve as primary contact for updating donor recognition including signage.
- Contributes to the yearly budget process by maintaining community fundraiser/3<sup>rd</sup> party fundraiser income/expense reports.
- Enlists the support of the development, marketing, and program teams for preparation of all requisite written materials for grants, presentations, and written PR.
- Contributes to newsletters, both print and E, Annual Report and social media platforms.
- Provide administrative and event support to the Development team.

- Serves as an integral part of group and individual staff meetings by recording meeting minutes.
- Work collaboratively with House staff and volunteers to ensure House needs are met.
- Participate in RMHC Global webinars, orientations, and training.
- Maintain a positive work environment and follow the Personnel Handbook / Operations Manual / Administrative Practices and Guidelines.

### **Community Fundraisers**

- Craft strategy, plan, develop, and execute all coordination of RMHCME's community and third-party fundraising events including managing relationships, on-site management/representation, and post-event follow-up.
- Develops on-line and off-line efforts to identify, cultivate, and solicit existing and prospective foundations and community fundraisers.
- Attends third party events as necessary to ensure brand compliance, event success and mission awareness.
- Determine with CDO in setting, meeting, and exceeding community fundraiser revenue goals as a part of the organization's annual fundraising plan, while continually researching and identifying new and/or unique opportunities.
- Manage relationships with in-kind sponsors, contractors, key leaders/volunteers, and other individuals responsible for successful community and third-party fundraising events.
- Collaborate with the Development team to produce materials (promotional, signage, etc.), social media content and programming, and other creative marketing in support.
- Maintain records, reconcile income and expenses, provide financial reports throughout all campaigns, collect data, and implement metrics/tools to measure the effectiveness of each.
- Develop and manage monthly "wish list" adoption program.

### **Community Engagement**

- Promote the Chapter by speaking to groups and organizations as requested to raise awareness of our work and ways to make an impact through charitable giving, volunteering, and advocacy.
- Get to know our guest families and our volunteers to be able to share compelling testimonials/stories of impact with other supporters/potential supporters.
- Observe McDonald's® and Ronald McDonald House Charities® trademark, licensing and brand image standards in all promotional materials and publications.

### **Red Shoe Society**

- Manage and serve as the primary staff liaison to the Red Shoe Society.
- Maintain their roster, assist in recruitment of new membership, coordinate and assist with their meetings, plan and support their events, including volunteer opportunities, social networking events, and fundraising events.
- Prepare newsletter to Red Shoe Society members.

### **Interpersonal**

- Interact professionally and respectfully in a team environment.
- Maintain a professional relationship with the staff, families, volunteers, stakeholders, and the board.
- Be compassionate while maintaining clear boundaries with RMHC guests.
- Represent RMHC in a professional/appropriate manner when attending sponsored events.
- Assist in areas that do not fall directly within your position's responsibilities.
- Take responsibility for articulating work needs in a professional manner.

- Utilize effective problem-solving techniques.

**SKILLS AND ABILITIES:**

- Self-starter, able to perform and complete tasks independently, and willing to learn new skills and motivated for continual improvement.
- Excellent writing skills.
- Excellent oral communications skills in one-on-one, small groups, and large group settings.
- Outstanding organizational skills and attention to detail; ability to manage multiple projects, meet frequent and/or demanding deadlines and be self-disciplined about work prioritization and time management.
- Demonstrate creative thinking skills.
- Ability to handle sensitive and confidential situations and exercise appropriate discretion.

**QUALIFICATIONS and EDUCATION REQUIREMENTS:**

- Must have a valid Maine driver's license and possess reliable means of transportation.
- Bachelor's degree and experience in nonprofit work, marketing, and/or public relations.
- Proficient computer skills including familiarity with Microsoft Office products, donor or constituent database, and web-based applications.

**Salary range:** \$50,000-\$55,000 Annually

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. Ability to work a flexible schedule, when needed, according to the needs of the organization. Position works in an office environment that is set in a home-like environment. Some light housekeeping, ground maintenance, and lifting may be required. Ability to access all areas of the House and grounds, including going up and down stairs. Travel for various activities, both local and national, may be required.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the Organization reserves the right to modify, add or remove duties and assign other duties as necessary.*

**PRIORITY APPLICATION DEADLINE: APRIL 11, 2025**

**To apply for this position:** Send your resume and cover letter to Sterlynn Marx at [smarx@rmhcmaine.org](mailto:smarx@rmhcmaine.org) for consideration.