Development Coordinator

Full-time

Charleston, SC

Be a part of a team that is mission driven to fight hunger in our community. Last year, Lowcountry Food Bank distributed millions of pounds of food to food-insecure children, seniors, and adults. To learn more about the food bank’s mission, please visit www.lowcountryfoodbank.org.

The development coordinator is a critical member of the development department. You will support all components of fundraising and events. This position directly assists in the development and implementation of the public relations and communications process to build awareness of the food bank’s mission, programs, and achievements.

The development coordinator is responsible for a broad variety of administrative tasks for the Chief Development Officer. These tasks include coordinating and managing a calendar of appointments; compiling reports; composing and preparing correspondence that is sometimes confidential; arranging plans, itineraries and documents; responds to Letters of Inquiries (LOI); routes LOIs to appropriate programs for review; records submissions; and assists with the editing and formatting of significant Development documents and printed materials.

The ideal candidate has previous Raiser’s Edge database experience and MS Office software including Microsoft Word, Excel, Publisher, Outlook and PowerPoint.

An Associate degree and a minimum of five years’ experience in project management are required. Exceptional organizational, project and time management skills including attention to detail, ability to prioritize, ability to meet deadlines, ability to multi-task and strong problem solving skills preferred.

Lowcountry Food Bank offers a comprehensive benefits package including FREE medical AND dental plans, vision insurance, life insurance, generous leave/holiday pay, plus 401(k).

Email resume to humanresources@lcfbank.org

Closing Date: July 30, 2020

AN EQUAL OPPORTUNITY EMPLOYER