Position Description: Development Coordinator

The Development Coordinator reports to the Executive Director and coordinates Welcome Table's strategic plans for raising funds from individual donors, grant makers and other partners. The Development Coordinator writes grants to fund Welcome Table programs and coordinates grants management and reporting.

About Welcome Table

Welcome Table, Inc. is a non-profit organization that was established in 2011 by parishioners of St. James' Episcopal Church. Our mission is to create greater access to education, mental and physical health, and quality food for children, families, and seniors in our east Austin community. Welcome Table leaders, staff, and volunteers take great care to practice hospitality and wholeness as they create spaces where everyone feels welcome, where their gifts are celebrated and nurtured, and their needs are met.

Job Responsibilities

- Coordinate grant writing, proposal submissions, and gift acknowledgment activities.
- Track progress of philanthropic requests, pledges and contributions.
- Enter, manage and reconcile donor information in Welcome Table's CRM.
- Uphold best practices and policies for database management.
- Provide fundraising and advancement activity reports to Welcome Table leadership.
- Coordinate distribution of electronic and other communication such as invitations, solicitations and newsletters to Welcome Table donors and other targeted audiences.
- Respond to and/or forward queries from external audiences to appropriate staff and volunteers.
- Coordinate with finance team to regularly reconcile donor and financial data.

Qualifications

Candidates are results-driven,work well independently and have strong organizational skills. Candidates excel in relationship-building and show strong attention to detail.

Required:
- 3+ years experience in administrative or fundraising support in non-profit, education or social sector environments.
- Microsoft Office, Google Suite and data entry skills

- 3+ years experience grant writing. Excellent written and verbal communications skills. Writing samples will be required.

Preferred:
- Experience working with CRM platforms such as Raiser's Edge, SalesForce, or similar

This is a part-time position (20 hrs per week). The Development Coordinator will work remotely.

Welcome Table Contact Information: Send a cover letter and resume to Lizzie Cain-Clark at lizzie@welcometableaustin.org.