

Ronald McDonald House Charities of the Inland Northwest

Job Description: Donor Relations Coordinator



Position summary:

The Donor Relations Coordinator plays a crucial role in supporting fundraising efforts, donor stewardship, and community engagement to strengthen Ronald McDonald House Charities of the Inland Northwest (RMHC INW). This position is responsible for donor communications, database management, grant tracking, and relationship-building with corporate sponsors, volunteers, and community partners.

The Donor Relations Coordinator works closely with the Development Team to enhance donor retention, manage sponsorship outreach, and assist with fundraising campaigns. This role requires strong organizational skills, attention to detail, and excellent communication abilities to support fundraising initiatives and donor engagement.

This is a full-time, hourly (non-exempt) position eligible for benefits, PTO, and holiday pay as outlined in the Employee Handbook. Some evening and weekend availability is required for fundraising events.

Reports to: Development Manager

Salary Range: \$18.00 - \$21.00 DOE

Responsibilities (95%):

Donor Relations & Fundraising Support

- Assist in donor stewardship efforts, including drafting acknowledgment letters, thank-you notes, and donor recognition materials.
- Maintain and update donor records and contributions in the fundraising database (Blackbaud/Raiser's Edge), ensuring accuracy and consistency in reporting.
- Support the Development Team with annual fundraising campaigns, donor outreach, and special giving programs.
- Assist with the preparation and tracking of grant applications, ensuring deadlines and required documentation are met.

Community Engagement & Communications

- Serve as a point of contact for donor and community partner inquiries, fostering positive relationships with stakeholders.
- Assist in drafting donor communications, including pulling data for newsletters, impact reports, and social media updates.

Other Duties as Assigned (5%)

- Assist with other projects, administrative tasks, or communications-related duties as needed to support RMHC INW's mission.

Qualifications/Skills:

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- Strong verbal, written, and interpersonal communication skills.
- Strong attention to detail and ability to manage multiple projects simultaneously, highly organized, creative, and energetic team player.
- Familiarity with donor databases CRM software (blackbaud/Raisers Edge) and event management platforms (GreaterGiving) is a plus.
- Ability to work well under pressure and maintain deadlines.
- Strong attention to detail, ability to effectively coordinate multiple projects.
- Experience in non-profit fundraising events.
- Demonstrated success in experience working with volunteers
- Computer proficiency, including email, Microsoft Office products.
- Flexibility with hours
- Education: Bachelor's degree or equivalent work experience preferred.
- Transportation: Must have reliable transportation and ability to drive light-duty vehicles as needed.

Working Conditions/Physical Demands:

- Must be able to lift and carry up to 35 pounds occasionally.
- Must be able to sit and/or stand for extended periods.
- Occasional travel required for offsite meetings, events, and vendor coordination.

Equal Employment Opportunity (EEO) Statement:

Ronald McDonald House Charities of the Inland Northwest believes that every employee has the right to work in an environment free from discrimination. It is our policy to hire, compensate, promote, transfer, discharge, and make other employment-related decisions without regard to an individual's race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, the presence of any sensory, mental, or physical disability, genetic information, gender identity or expression, veteran status, or any other basis protected by federal, state, or local law.