# Senior Donor Engagement Coordinator

**Reports to: Senior Development Manager**
**Department: Development**
**Location: Spokane, WA**
**FLSA Status: Non-Exempt**
**Salary: $25.00-$28.00/hour**

## Position Summary

The Senior Donor Engagement Coordinator is a relationship-focused, community-facing member of the Development team responsible for building and managing relationships with businesses, corporate partners, sponsors, community organizations, and donors.

Working closely with the Senior Development Manager, this position supports corporate sponsorship revenue for the Legacy Luncheon, Flamingo Flock, SK Ball, and other fundraising initiatives. This position also owns the day-to-day management of the Adopt-A-Room program, including prospecting, sponsorships, renewals, fulfillment, and stewardship.

This role is expected to be active in the community, develop new relationships, identify partnership opportunities, secure support, and connect businesses to the mission and impact of Ronald McDonald House Inland Northwest. Success requires confidence, initiative, strong follow-through, and the ability to turn relationships into meaningful, long-term partnerships.

## Essential Responsibilities:

### Corporate and Community Relations

- Build and maintain relationships with businesses, corporate leaders, community organizations, sponsors, and prospective partners.
- Develop and manage a pipeline of corporate prospects and partnership opportunities.
- Identify businesses and organizations aligned with the mission of Ronald McDonald House Inland Northwest.

- Conduct prospect outreach through calls, emails, meetings, networking, community events, and in-person visits.
- Schedule and conduct corporate meetings, presentations, and Ronald McDonald House Inland Northwest tours.
- Clearly communicate Ronald McDonald House Inland Northwest's mission, programs, impact, and partnership opportunities.
- Identify opportunities for businesses to engage through sponsorships, Adopt-A-Room, campaigns, volunteer opportunities, events, and other initiatives.
- Represent Ronald McDonald House Inland Northwest at business, chamber, corporate, civic, and community events.
- Build relationships with chambers, professional associations, civic organizations, business groups, and other community networks.
- Develop a strong professional network throughout the Spokane and Inland Northwest business community.
- Partner with the Senior Development Manager on high-level prospects, relationship strategy, and next steps.

**Corporate Sponsorships and Events**

- Partner with the Senior Development Manager to secure and steward sponsorships for the Legacy Luncheon, Flamingo Flock, SK Ball, and other fundraising events.
- Prospect for new sponsors and identify opportunities to increase existing sponsorships.
- Conduct sponsorship outreach, presentations, follow-up, and renewal conversations.
- Coordinate with Marketing and Events to ensure sponsor benefits and recognition are delivered accurately and on time.
- Conduct post-event sponsor follow-up and identify renewal and increased engagement opportunities.
- Support corporate outreach, table sales, guest engagement, and other event-related revenue activities.
- Coordinate with Meal & Activity Coordinator to support cross department collaboration with corporate volunteers/donors.

**Adopt-A-Room**

- Own the day-to-day relationship management and sponsorship activity for the Adopt-A-Room program.

- Identify, cultivate, and secure new Adopt-A-Room sponsors.
- Conduct outreach, presentations, tours, follow-up, and renewal conversations.
- Maintain sponsorship agreements, payment information, recognition details, renewal dates, and communications.
- Coordinate sponsor recognition and engagement opportunities with internal teams.
- Manage the renewal pipeline and proactively engage sponsors before renewal dates.
- Identify opportunities to deepen Adopt-A-Room relationships through events, tours, volunteering, campaigns, and other Ronald McDonald House Inland Northwest programs.

**Donor and Sponsor Stewardship**

- Coordinate acknowledgment letters, thank-you communications, recognition, and follow-up.
- Provide timely, personalized communication following gifts, sponsorships, events, tours, and other engagement opportunities.
- Communicate the impact of donor and corporate support.
- Respond to donor, sponsor, and community partner inquiries with professionalism, accuracy, and excellent customer service.
- Identify opportunities to strengthen relationships and communicate relevant opportunities to the Senior Development Manager.
- Support donor and sponsor recognition across events, publications, digital communications, signage, and other materials.

**Database and Development Operations**

- Maintain accurate corporate constituent records in Bloomerang.
- Document interactions, commitments, follow-up, and next steps.
- Maintain sponsorship pipelines, renewal dates, payments, and fulfillment records.
- Maintain organized documentation related to corporate partnerships and sponsorships.
- Partner with the Senior Development Coordinator to conduct a weekly audit of EFT documentation requirements and outstanding items.
- Own the weekly process of pulling, organizing, and providing required EFT documentation to ensure records are complete and ready for processing.

- Support Greater Giving or similar event management platforms as needed.

**Annual Giving and Fundraising Initiatives**

- Support annual campaigns, direct mail, donor outreach, and other fundraising initiatives.
- Participate in corporate and donor outreach through calls, emails, meetings, and in-person engagement.
- Assist with prospect identification, targeted outreach lists, campaign tracking, and follow-up.
- Identify opportunities to expand corporate and community fundraising.

**Development Team Support**

- Work with the Senior Development Manager and Development team to achieve revenue and relationship-building goals.
- Participate in Development meetings, prospect discussions, strategy sessions, and event planning.
- Maintain organized tracking systems and follow-up processes.
- Collaborate with Marketing, Events, Programs, Meal Coordinator and Operations to provide a consistent experience for corporate partners.
- Provide Development support during major campaigns, events, and organizational initiatives.
- Perform other duties and special projects as assigned.

## Qualifications and Skills:

- Strong verbal, written, and interpersonal communication skills.
- Confident initiating conversations with businesses, corporate leaders, community partners, and prospective donors.
- Demonstrated ability to build professional relationships and establish trust.
- Strong networking and relationship-building skills.
- Ability to represent an organization confidently in meetings, presentations, networking environments, and community settings.
- Strong organizational skills with the ability to manage multiple relationships, projects, priorities, and deadlines.
- Proven follow-through and ability to independently manage a prospect and sponsorship pipeline.

- High attention to detail, particularly in sponsorship tracking, donor records, communications, and reporting.
- Strong customer service skills and ability to create a positive experience for donors and corporate partners.
- Ability to communicate the mission and impact of Ronald McDonald House Inland Northwest in a compelling and authentic manner.
- Ability to work independently and collaboratively.
- Experience with donor databases or CRM systems, preferably Bloomerang.
- Experience with Greater Giving or similar event management platforms preferred.
- Experience in nonprofit fundraising, corporate relations, donor relations, sales, account management, business development, community engagement, or a related field preferred.
- Experience with corporate sponsorships or relationship-based fundraising strongly preferred.
- Proficiency with Microsoft Office, including Word, Excel, and Outlook.
- Reliable transportation and ability to drive light-duty vehicles as needed.
- Flexibility to work occasional evenings and weekends for events, networking, and organizational needs.

**Preferred background**:

- Experience in nonprofit fundraising, corporate relations, donor relations, sales, account management, business development, community engagement, or a related field is preferred.
- Experience with corporate sponsorships or relationship-based fundraising is strongly preferred.

**Working Conditions/Physical Demands:**

- Some lifting and carrying are required. Must be physically capable of carrying 35 lbs.
- Standing and/or sitting for extended periods of time.
- Physical ability for general maintenance/upkeep of inside/outside the facility.
- Public speaking.

**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.

---------- ----------

Employee Signature Date

---------- ----------

Manager Signature Date