

Development Coordinator

Organization: Bethlehem Inn

Location: Bend, Oregon

Position Type: Full-time

Reports To: Development Director

Salary Range: \$63,000 - \$68,000 DOE

About Bethlehem Inn

Bethlehem Inn is a community-supported emergency shelter that provides a warm, safe place to sleep, nourishing meals, and case management services for adults and children experiencing homelessness in Central Oregon. Our mission is *Transforming Lives Together Through Shelter, Help and Hope*. Bethlehem has been ranked in the top ten best nonprofit workplaces in Oregon many years in a row.

Job Summary

The Development Coordinator plays a vital role in advancing our mission by blending rigorous data management with creative, forward-thinking community engagement. This position is responsible for managing the day-to-day administrative functions of the fundraising department—including gift processing, donor acknowledgement, and CRM optimization—while proactively seeking out new avenues for community partnership, event sponsorship, grant funding, and data-driven digital outreach.

Key Responsibilities

1. CRM Optimization & Gift Administration

- **Database Management:** Act as the internal champion for our Donor Management CRM. Maximize its utility by ensuring clean data entry, creating efficient tracking systems, running segmented queries, and generating analytical reports.
- **Donation Processing:** Accurately code and enter financial and in-kind donations according to organizational protocols.
- **Donor Acknowledgement:** Own the timely generation and personalization of thank-you letters and tax receipts, maintaining a high standard of accuracy and donor gratitude.

2. Event Support & Innovative Sponsorship Prospecting

- **Sponsorship Out-of-the-Box:** Look *beyond* our traditional events. Actively research, map, and prospect new corporate sponsors and local businesses to back Bethlehem Inn's initiatives.

- **Community Integration:** Brainstorm and execute creative strategies to involve community members who are not currently connected to our system, turning passive supporters into active mission advocates.
- **Event Logistics:** Provide comprehensive administrative and logistical coordination for signature and third-party fundraising events.

3. Data-Driven Communications & Social Media

- **Digital Presence:** Manage and cultivate Bethlehem Inn's social media platforms to increase visibility, share stories of impact, and engage a broader audience.
- **Metrics-Driven Outreach:** Use social media engagement and web metrics to evaluate the performance of digital campaigns and adapt strategies accordingly.
- **Content Creation:** Draft compelling copy for digital and print appeals, newsletters, and online advocacy.

4. Grant Coordination & Alternative Funding

- **Grant Writing:** Research potential foundation, corporate, and government grant opportunities. Draft clear, persuasive grant proposals and coordinate timely reporting for awarded funds.
- **Creative Problem Solving:** Continually seek alternative, entrepreneurial ways to drive the mission forward and diversify our revenue streams.

Qualifications & Skills

- **Experience:** 2–3 years of experience in nonprofit development, database administration, communications, or a related administrative field.
- **CRM Expertise:** Proven proficiency in utilizing a donor management CRM (e.g., Bloomerang, Raiser's Edge, NeonOne, Little Green Light, etc.). Strong familiarity with building reports and segmenting data.
- **Community-Minded:** Excellent interpersonal skills with the natural ability to connect with diverse groups of people, businesses, and community sectors.
- **Communication Skills:** Strong written communication skills with the capability to alternate between structured, precise grant language and emotional, storytelling donor copy.
- **Organization:** Impeccable attention to detail, strong time-management skills, and the ability to balance weekly administrative tasks with fluid, long-term creative projects.
- **Mission Alignment:** Deep commitment to treating individuals experiencing homelessness with dignity, equity, and compassion.

Core Competencies for Success

- Appreciates data integrity, system updates, analytics, and clean metrics.
- Knows how to translate data into a powerful message that inspires a business or individual to get involved.
- Inspires others to join our vision of ending homelessness in Central Oregon, expanding our footprint to new corners of the community.