



## JOB DESCRIPTION

# Development Coordinator

**Reports To:** Development Manager

**Location:** McKinney, Texas

**Job Type:** Part-Time, Non-Exempt

**Pay Schedule:** Pay period is every two weeks.

## ORGANIZATION OVERVIEW

Hugs Café, Inc. is a nonprofit organization dedicated to enhancing the lives of adults with disabilities through training, employment, and meaningful engagement. Our programs—Hugs Café, Hugs Greenhouse, Hugs Training Academy, and Hugs Home Cooking—serve as platforms to empower individuals, foster community, and promote independence through hands-on learning and employment opportunities.

## POSITION OVERVIEW

The Development Coordinator is a key member of the organization's team, responsible for administrative and detail-oriented tasks of Development (fundraising). This is primarily an internal facing role and focuses on grant research and reporting, data management, development processes, and fundraising campaigns. This role ensures the organization's financial health by securing diverse funding sources and collaborating with the team on impactful fundraising strategies. This position reports to the Development Manager.

## KEY RESPONSIBILITIES

### Donor Retention

- Oversee donor database management, ensuring accurate records and effective segmentation
- Working with the Development Team, develop stewardship and gratitude initiatives, such as thank-you letters, donor recognition, and impact updates

### **Grant Administration**

- Research potential grant opportunities and maintain a calendar of deadlines
- Coordinate the grant application process across departments (programs, finance, etc.)
- Track and report on completed grant applications, ensuring deadlines and requirements are met if awarded.
- Collaborates with team in writing annual program support grants
- Compile and submit impact reports to funders (as required in the grant agreement or through Hugs' best practices), demonstrating program outcomes and effectiveness.

### **Fundraising Support**

- Assist with fundraising campaigns, including end-of-year giving and North Texas Giving Day
- Collaborate with Development team to support Hugs Gala

### **General Responsibilities**

- Prepare reports requested by the team to support grants process and fundraising goals.
- Maintain GuideStar status

## **WORK EXPECTATIONS**

- Work hours: minimum 10 hrs. week; occasional nights and weekends for events
- Consistently display the personal qualities of integrity and credibility with a commitment to and passion for the Hugs Café, Inc. mission
- Acts with reasonable care and diligence regarding the best interests of Hugs Café, Inc.
- Represent Hugs Café, Inc. in a professional and dignified manner at all times

## **QUALIFICATIONS & COMPETENCIES**

### **Required:**

- Highly detailed oriented and able to complete tasks on time
- Have a clear background check with no related offenses that may jeopardize the integrity of our program

### **Preferred:**

- Some data reporting and analysis knowledge is a plus
- Experience working in the disability community is a plus
- Knowledge of and relationships with North Texas stakeholders is a plus

**Other Knowledge, Skills or Ability:**

- Able to maintain accurate records
- Able to maintain multiple ongoing projects effectively

## PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must frequently lift and/or move up to 25 pounds. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

*This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.*