



Job Title: Development Coordinator  
Location: UGM Administrative Offices - Spokane  
Status: Full-time, 40 hours a week

#### Responsibilities

- Provide administrative support to the Development Director
- Sort and process selected recent gift receipts
- Update existing donor records
- Pull customized donor reports, analyze data and present findings in support of projects
- Thank donors via formal letters, personal notes, emails and phone calls
- Call selected donors to facilitate in-person visit by Development team member
- Provide tours of UGM for walk-in visitors and other appointments
- Hand-deliver selected gift receipts to donors, expressing gratitude in person
- Conduct donor research to support donor engagement efforts

#### Required Qualifications

- Strong writing and customer service skills
- Effective verbal and presentation communications skills
- Dynamic listener
- Demonstrated administrative support experience

#### Preferred Qualifications

- 5 years of experience in a fundraising/sales support environment
- Advanced knowledge of Microsoft Excel
- Experience using donor- or sales-related CRM databases

Compensation: \$ 13.00 to \$17.00 hourly, depending on experience

Must be committed to the Christian faith and comply with drug- and tobacco-free lifestyle. Those qualified to join our team can enjoy a rewarding work environment, competitive wages, and excellent benefits: medical, dental and retirement. Submit a letter of interest and resume to:

UNION GOSPEL MISSION  
teri.munson@uniongospelmission.org  
Human Resources, 1224 E Trent Ave., Spokane, WA 99202  
Fax: 509-535-0315