



Development Coordinator

Do you want to help save the world?

Hesed House—located in Aurora—is the second largest homeless shelter in Illinois, but it is so much more than just a shelter. We are a faith-based organization that rallies individuals of all faiths to end homelessness. We unapologetically believe that everyone deserves dignity and that ending homelessness is possible.

Core Responsibilities: This role will support all areas of the Development Team, while managing a portfolio of donors and engaging our community with the work of Hesed House. The Development Team at Hesed House includes Donor Relations, Grants, Special Events, Volunteers, In-Kind Donations, Marketing/Communications, and more.

Qualifications:

- “Generalist” development/fundraising background with 3-5 years of proven experience in the following areas:
 - Donor Relations and Stewardship
 - Marketing and Communications
 - (Including Social Media, Website Development, and Online Communications)
 - Database Management
- Proficiency with Blackbaud Raisers Edge, GiveSmart, and TeamRaiser software preferred
- Proficiency with Microsoft Office Suite of products, Word and Excel required
- Familiarity with the Adobe suite and some level of graphic design experience preferred. Canva experience preferred.
- Is a creative and motivated self-starter.
- Possesses strong organizational and multi-tasking skills.
- Has the ability to pay attention to detail and meet deadlines on time.
- Has excellent oral and written communication skills.
- Communicate effectively with people of all ages, abilities, cultural groups, economic status, and sexual orientation.
- Works occasional evenings and some weekends throughout the year.
- Sense of joy and wonder (and humor)
- Belief in the inherent dignity and value of every human being
- Belief that each of us has an obligation and opportunity to change the world

Interested individuals MUST forward a cover letter, resume and salary history to developmentopenings@hesedhouse.org. Please put “Development Coordinator” in the subject line.