



Development Coordinator

JOB DESCRIPTION

Department: Advancement

Reports to: Development Director

FLSA Classification: Exempt

Status: Full-Time

General Description

The role of the Development Coordinator is to enhance our advancement efforts. This position is responsible for donor engagement by building and fostering long-standing relationships to help grow the ministry's outreach through biblical stewardship. The primary means to accomplish this will be through personal visits and complemented by all other communication channels including phone calls, mailings, email, social media and through event participation.

Supervision

The Development Coordinator will be under the supervision of the Development Director. There will be a yearly written and oral evaluation.

Supervises

N/A

Qualifications

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Lord and Savior and is accountable to a local Bible-believing church.
2. Exhibit strong commitment to the sanctity of all human life.
3. Be committed and live by Biblical sexual ethics. Specifically, abstinence outside of marriage and fidelity within marriage.
4. Agreement with Choices' Statement of Principle, Statement of Faith, Mission Statement, and policies of the organization.
5. Have a thorough understanding of Choices mission and a genuine passion to accomplish it.
6. Be able to respect and keep information confidential.
7. Strong listening, verbal, and written communication skills
8. Great writing and public speaking skills.
9. Excellent external relational skills and internal organizational skills.
10. Availability to work flexible hours including some evenings and weekends as needed.

Responsibilities

1. Maintain and deepen relationships with donors in an assigned portfolio.
2. Make financial requests for needs, special projects, capital campaigns, and other opportunities that arise.
3. Submit weekly activity reports in a timely fashion including contact records, and regularly updating the CRM database.
4. Assist in surfacing donor prospects for major gifts through research, peer introductions, recommendations, and other relationships through various fundraising efforts.
5. Assist in grant writing as requested by the Executive Director.
6. Speak on behalf of Choices at churches, events, etc as requested.
7. Support and participate in special events and fundraising projects as assigned.
8. Participate in regularly scheduled meetings with development team to review, plan, learn, and evaluate fundraising strategies and efforts to improve results.
9. Meet weekly with Development Director to develop strategy, assess progress, enhance fundraising efforts, and make recommendations for improvement.
10. Maintain accurate and complete records of advancement-related expenses, mileage, invoices, and purchase orders, etc. for department budget and reimbursement purposes.
11. Be accountable and coachable against a set of regularly-tracked activities goals.

General Staff Duties

As requested by the Development Director and/or Executive Director

1. Attend staff meetings
2. Attend on-going training and conferences (may require travel)
3. Attend Choices events and other events as needed
4. Participate in representation to churches and organizations
5. Take an active role in the organization's network strategy, including hosting a table at the annual Choices Fundraising Banquet.
6. Commit to be an active learner, staying educated about life issues and as well as professional development.

Please email resumes to jlandreth@choiceschattanooga.org

Last Modified: 2/3/2023