

**Title:** Donor Development Coordinator

**Position:** Part-time fundraising position focused on donor recruitment and retention.

**Responsible to:** Executive Director

**Mission Statement:**

To connect students and their communities to Christ and the Church through real, loving and non-threatening avenues.

**Main Objective:**

To use your gifts and talents to implement the fundraising strategy for the organization, with a key focus to create and maintain donor relationships. This position is for an unspecified duration and constitutes "at will" employment.

**Job Description:**

**Donor Development:**

1. Fulfill organizational fundraising strategy and execution.
2. Gain new and maintain existing, monthly donors.
3. Create and maintain relationships with key donors and groups.
  - a. Includes, but is not limited to, regular communication, meetings, thank you notes.
  - b. Work with other staff and donors to maintain ongoing relationships.
4. Create and help maintain regular rhythms for donor engagement.
  - a. Lead the organization in implementing created rhythms.

**Monthly Donors**

1. Implement strategies to gain and maintain monthly commitments.
2. Promote commitment campaigns through social media and other platforms.
3. Make phone calls as necessary to find sponsors/donors.

**Exposure/Public Relations:**

1. Work with Fundraising Team to create and execute strategy for general exposure about First Glance to existing and potential donors.
  - a. Carry out monthly and bi-monthly donor communication.
2. Represent First Glance at speaking engagements.
3. Work to increase First Glance's email and mailing databases.

**Shared Responsibility with Fundraising Team**

1. Work with Fundraising Team to establish dates for events, campaigns and other necessary donor contact.
2. Coordinate with Office Coordinator to process newly acquired donors.

**Expectations:**

- Office Hours: 20 hours per week
  - 4 hrs Monday morning
  - Remaining 16 hours flexible based on meetings and tasks.
- Half hour in the prayer room every workday.
- Attend and help when needed, with all special events.
- Help with general First Glance tasks that arise.
- Attend all First Glance staff and leader meetings.
- Maintain a neat and organized work space, sharing office space.
- Adhere to related staff policy and procedures.

