



Kingdom Builders

JOB DESCRIPTION

Job Title: Development Coordinator

Reports To: Executive Director

Location: Fort Wayne, IN

Job Purpose: Support Kingdom Builder's mission through design and execution of Annual Development Plan to acquire and retain donors including tracking donations and donor contact information, expressing gratitude to donors, and sharing mission success stories with donors

Duties and Responsibilities

- Implement on-going and new donor initiatives including membership model: Circle of Galilee, quarterly and annual appeals, and digital campaigns
- Plan annual donor events and administer on-going care for donor-members at appropriate giving levels, including "Coffee, Prayer, and Mission", Joanna Dinner, and care to donors attending Conference
- Express gratitude for all gifts, share mission success stories, Christmas and birthday cards, and send year-end tax statements
- Nurture Kingdom Builder's relationships with current donors through focused, branded communications including quarterly newsletters, pledge cards, brochures, social media posts, etc.
- Maintain records of past and present donors through relationship management software (Bloomerang,) and provide weekly and monthly reports to the Executive Director
- Work with the Board of Directors to reach current, future, and past donors to increase mission awareness and retain year-to-year donors; provide Development Report for quarterly Board meetings
- Align with EOS business strategy to achieve success in Quarterly Rocks, bi-weekly feedback, and monthly 1:1 with the Executive Director to achieve overall Kingdom Builders Vision & Traction

- Assist with other administrative tasks as needed

Qualifications

Candidates will be Catholics in good-standing with the Church who have a passion for enkindling a fire of love for the Eucharist within the hearts of lay women of all faiths, ages, and backgrounds. Necessary skills and abilities include: excellent oral and written communication skills, computer proficiency, organizational abilities, attention to detail, desire to be a team-player, ability to maintain confidentiality and build relationships, and experience in fundraising and development.

Compensation

15 Hours per week at \$15-\$18 per hour depending on experience; \$40 monthly phone stipend