



Coordinator of Development

Full time

Mission

Show Hope's mission is to care for orphans by engaging the Church and reducing the barriers to adoption.

Job Summary

The Coordinator of Development supports the Sr. Director of Development and the Director of Development to promote Show Hope's mission, vision, core values, and strategic plan. Personal qualities include integrity, credibility, and a willingness to sign Show Hope's Statement of Faith.

The Coordinator of Development will be responsible for the overall management of LifeHope Sponsors, mid-major donor giving, and Foundation relations through ongoing management of these donor relations. This position is also responsible for supporting the coordination of donor and fundraising event functions and efforts to include but not limited to live events and campaigns.

The Coordinator of Development supports the Director of Development and the Development team reporting to the Director of Development, to serve Show Hope in the following key areas:

Coordinator Responsibilities

- Supports Show Hope's mission, vision, core values and strategic plan coordinating various tasks pertinent to assigned department working with the Executive Director, Executive Leadership and Director of the department.
- Collaborates with department team directed by Director aligned with Executive Director and Leadership team to promote, coordinate, and implement departmental initiatives.
- Represents department coordinating with other Show Hope departments and staff from other departments to support initiatives directly related to the administration or general business of Show Hope.

Key Functions and Responsibilities

- Build relationships with donors and serve as primary manager of Show Hope's LifeHope (Mid-Major donor) sponsorship program and responsible for annual fundraising goal
- Oversee Mid-Major Donor giving (\$1,000 - \$9,999): screen new donors for classification and assignment, acknowledge giving, follow up to determine interests/contact preferences, inform other staff of gifts as necessary, and cultivate growth
- Prepare grant proposals, reports and provide support for foundation relations including working with the Development team in acquisition and retention
- Manage and cultivate portfolio of donors through regular and meaningful engagement via phone calls, emails, virtual meetings, written correspondence and in-person meetings
- Utilize Donor Search to boost donor data, ensure accuracy of giving categories, and provide new donor prospects for the Development team
- Support Steven Curtis Chapman tour including but not limited to: volunteer management, complementary ticket management, sponsorship packet & resource materials, and collateral inventory management
- Serve as coordinator as assigned for donor-centric special events (including house concerts), including but not limited to communication, invitation mailings, RSVP list management, making travel arrangements, tracking deadlines, and identify Show Hope local donors for inclusion in guest list
- Demonstrate financial responsibility by managing events within designated budget
- Work with Development and Operations team to review key donor groups on all list pulls to ensure accuracy of donor information
- Collaborate with Development and Communications teams to enhance and optimize donor engagement
- Assist Senior Manager of Operations & Development and Director of Development on all Founder's related projects including but not limited to: quarterly Founders' mailings, connection lists, and events
- Manage database donor information including tracking all donor contact, maintaining full and accurate records of correspondence, updating donor information, de-duping and cleaning up data as needed, pulling reports, etc.
- Provide support for memorial and honorary gift requests, employer matching gifts, stock gifts, other alternative forms of giving, and all other general giving inquiries
- Other duties as assigned

Education and Experience Requirements

- Must have 2+ years of experience in development experience in non-profit organizations or related experience
- Bachelor's degree in nonprofit management, business, or related field
- Willingness to travel up to 20% annually
- Experience with Salesforce (or related CRM) strongly preferred
- Excellent written and oral communication skills
- Proficiency in Microsoft Office and Google Suite
- Excellent interpersonal skills with staff, vendors, donors, and partners
- Strong ability to prioritize and handle multiple tasks and deadlines concurrently with excellent attention to detail

- Commitment to maintaining a high level of confidentiality with information acquired about Show Hope's prospects, donors, and volunteers
- Willingness to sign Show Hope's Statement of Faith