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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Division / Department** | | Development | | | | | | | Effective Date: April 24, 2024 | |
| **Location** | | Plano Office | | | | | | | Revision Date: | |
| **Job Title** | | Development Coordinator | | | | | | | | |
| **Reports to** | | VP of Development | | | | | | | | |
| **TYPE OF POSITION** | | | | | | | | | | |
| X | **Full-time** |  | **Partner-funded** | | | |  | **Intern** | X | **Exempt** |
|  | **Part time** |  | **Self-Funded** | | | |  | **Volunteer** |  | **Non-Exempt** |
|  | **Hybrid Role** | **% Wages** | **Field** | **%** | **Capacity** | **%** |  | **Contractor** |  | **#Weekly Hours** |
| **SUMMARY/GENERAL ACCOUNTABILITY** | | | | | | | | | | |
| **Overview** - This position represents e3 Partners and I am Second and is a revenue generating position using a comprehensive strategy to grow the e3 donor base and long-term e3 revenue. This includes managing a donor portfolio of monthly and mid-range donors, cultivation, solicitation, and stewardship, as well as other assigned duties. | | | | | | | | | | |
| **RESPONSIBILITIES:** | | | | | | | | | | |
| *Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*   * **Assist VP of Development with all aspects of development and team culture** * Manage weekly meetings with Dev and Marketing teams. * Assign new donors. * Schedule meetings for VP of Development * Manage donor lists segmentation. * Join Dev/Marketing weekly meetings (provide agenda) * Act as development liaison with marketing to assist in timely delivery of assets. * Engage in Dev Team strategy meetings. * **Assist VP with mega and major donor portfolio management.** * Monitor relationship development with ministry’s high-capacity givers. * Manage donor cultivation strategy. * Identify underdeveloped internal CRM relationships. * Represent development in event management (with hired consultants as needed) * **Assist Foundation Director** (on project basis) * Collect accompanying materials to initiate grant requests. * Manage data entry for proposal and fund tracking process. * Collect required data and materials for stewardship reports. * **Assist Mid/Recurring Donor Development Program** (on project basis) * Assist with the development and implementation of smaller fundraising events. * Work with Relationship Manager to enhance donor experience. * Assist with donor cultivation and gratitude, as needed.   **Ministry**   * Has the duty to interact with others as an ambassador of faith. * Tasked with performing duties according to the Word of God and Biblical standards as drawn from the Holy Scripture. * Serves as a messenger or teacher of faith according to e3 Doctrinal statements and beliefs. * Has a duty to assist others to cultivate intimacy with God and growth in Christ-like character through personal and corporate spiritual disciplines. | | | | | | | | | | |
| **COMPETENCY REQUIREMENTS:** | | | | | | | | | | |
| **Spiritual Requirements:**   * Being completely surrendered to the Lordship of Jesus Christ. * Bearing witness of Christian character in daily life by biblical definition. * Being a member in good standing of a local church. * Agreement and with the e3 Partners Doctrinal Statement. * Is called to represent Christ and the beliefs of e3 to the larger community. | | | | | | | | | | |
| **WORK CONDITIONS** | | | | | | | | | | |
| * Occasional Overnight Travel Required (as much as 20 - 30 days per year) * Occasional flexibility is required with work hours and schedule based on the nature of work and organizational priorities. | | | | | | | | | | |
| **PHYSICAL DEMANDS** | | | | | | | | | | |
| * This position requires:  1. 70-90% sitting 2. 10% standing 3. Minimal bending and stooping and lifting | | | | | | | | | | |
| **REQUIRED EDUCATION and EXPERIENCE** | | | | | | | | | | |
| * Bachelor’s Degree or equivalent work experience * 3+ years’ experience in faith-based fundraising * Experience in fundraising events is a big plus. * Fluent in using Microsoft suite and Google Drive * Knowledge of CRMs like Salesforce preferred. | | | | | | | | | | |
| **JOB SCOPE and DECISION MAKING** | | | | | | | | | | |
| * Performs duties with little or no direction, operating from established directions and instructions. Decisions are made within general ministry policies and procedures but occasionally require independent decision making. * Work schedule of 40 hours per week, typically Monday - Friday with occasional hours for events and travel. * Full time position with employee benefits | | | | | | | | | | |
| **SIGNATURE STATEMENT: I understand my essential duties and responsibilities.** | | | | | | | | | | |
| **APPROVED BY MANAGER** | | | | | |  | | | | **Date:** |
| **APPROVED BY HR MANAGER** | | | | | |  | | | | **Date:** |
| **APPROVED** | | | | | |  | | | | **Date:** |
| **STAFF MEMBER** | | | | | |  | | | | **Date:** |

*The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

*e3Partners Ministry reserves the right to revise or change job duties, qualifications and standards as organizational requirements dictate. It is mutually agreed that the job description does not constitute a written or implied contract of employment. It is also understood that the company reserves the right to change work schedules as required, including overtime.*