



DEVELOPMENT COORDINATOR (FULL-TIME)

**Department:** Advancement

**Reports To:** Development Strategist and Head of School

## **SUMMARY**

The Development Coordinator works closely with the Development Strategist and Head of School to minister to donors and to develop and maintain a volunteer program that will enhance the ministry of St. Paul's.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### **Event Planning & Management (30%)**

This person works with the vision of the Development Strategist and HOS to execute a cycle of development and volunteer events — point of entry tours, cultivation events (Partner Days), and an annual ask event — designed to engage current supporters in inviting friends and connections to learn about and get involved in giving to and volunteering at St. Paul's Community School. This person will be responsible for setting goals for new guests as well as tracking cumulative giving to the annual fund for the school.

### **Mid-Major to Major Donors in Region (40%)**

Focuses on existing major and mid-level donors who currently give to the school, in partnership with the Head of School and under the direction of the Development Strategist.

1. Work with the Development Strategist on individualized engagement strategies designed to intentionally strengthen and advance each donor relationship.
2. Oversee the St. Paul's CRM under the guidance of the Development Strategist.
3. Work with the Advancement Strategist to personally engage each donor utilizing phone, email, mail and other non-face-to-face interactions to:
  - i. **Thank well** -- provide timely and personal acknowledgement of all significant giving, and expressing appreciation for financial and prayer support.
  - ii. **Report well** -- provide personalized reports at least annually showing the impact of donors' giving and the value of partnership. Deliver according to donors' preferred mode and frequency.
  - iii. **Update and educate** -- Share what God is doing through St. Paul's Community School and in the lives of the students at the school.
  - iv. **Show opportunities for partnership** -- invite people into meaningful partnership through new giving opportunities that align their ministry passions with St. Paul's Community School.
  - v. **Serve donors** -- serve as personal point of contact for all requests, questions, account maintenance inquiries.
  - vi. **Donor ministry** -- Connect on a spiritual level; encouraging walk with the Lord, praying with and for them, and incorporating principles of Biblical stewardship and generosity as appropriate.

### **Volunteer Coordinating/School Operations (30%)**

1. Works in conjunction with the Head of School and Development Strategist to recruit, vet, train, and employ volunteers in a capacity that contributes to the flourishing of SPCS.

2. Performs breakfast duty daily and lunch duty 2x/week in an effort to stay close to the operations of the school. Uses this time to get to know parents and students.

### **SPECIFIC RESPONSIBILITIES**

- Maintain a strong Christian witness and humble spirit to colleagues and all constituent groups.
- Remain updated on Christian education and urban ministry issues, and local items that may affect students and families of St. Paul's Community School.
- Maintain ongoing awareness of new and current donor giving activity.
- Accurately document all donor contact and information into donor database.
- Report donor engagement activity and outcomes monthly to the Head of School and Development Strategist.
- Participate in weekly meeting with the Head of School and Advancement Strategist.
- Work with administrative staff to ensure swift facilitation of gifts, including stock transfers and other planned giving options as directed by donors.
- Plan and execute a volunteer training 2x/year.
- Recruit and implement volunteers for breakfast and lunch, reading buddies, and other posts as seen fit by HOS.
- Regularly check in and thank all volunteers.

### **SUPERVISORY RESPONSIBILITIES**

Oversees the welcoming, training, and ministry of the volunteers.

### **QUALIFICATIONS**

Must have a deep and mature relationship with Jesus Christ, be willing to share that journey in building relationships with donors and families and have a passion for seeing the gospel reach all areas of people's lives. Must also have a passion for the cause of urban ministry and Christian education. Must have the highest personal integrity, be a self-motivated, disciplined, and proactive worker, possess a high relational/emotional intelligence, excellent communicator, value confidentiality, and be a team player who builds trust and credibility within St. Paul's Community School and outside of the ministry. The requirements listed are representative of the knowledge, skill, and abilities required. Compliance with all policies and procedures of St. Paul's Community School is required at all times.

### **TRAVEL**

Travel locally to donor appointments including utilization of your own vehicle. In addition to traveling locally and regionally to meet with donors, this position may also include one professional development trip and other travel as deemed necessary.

### **EDUCATION and/or EXPERIENCE**

Must be a proven self-starter with successful track record of developing relationships with high capacity individuals. Computer and database proficiency required. Bachelors' Degree with four years of experience or equivalent combination of education and experience required.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **OTHER SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and use data management software effectively.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **EVALUATION**

The Development Coordinator will be evaluated by the Head of School and Development Strategist annually.