

**Title:** Donor Development Coordinator

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

**Responsible to:** Kasey Parmelee

**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 create and 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. Provide organizational fundraising strategy and execution.
2. Gain new, and maintain existing, monthly donors.
3. Create & 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.

**Exposure/Public Relations:**

1. Create & execute strategy for general exposure about First Glance to donors.
  - a. Maintain and update social media platforms for donors.
  - b. Carry out monthly and bi-monthly donor communication
2. Set up speaking engagements for First Glance staff to speak at.
3. Help maintain information on our website.
4. Increase our email & mailing databases.

**Expectations:**

- Office Hours: 20 hours per week
  - 4 hrs Monday morning
  - Remaining 16 hours flexible based on meetings and tasks
- Half-hour in 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.
- Paid half-hour lunch break when working a full 8 hour day
- Maintain a neat and organized work space, sharing office space
- Adhere to related staff policy and procedures.

