

**Richland Pregnancy Services
Development Coordinator Job Description**

Objective of Position

The Development Coordinator's primary purpose will be to drive the development/fundraising efforts of the ministry, to develop relationships with new and existing churches and friends of the ministry in order to grow givers hearts and grow the mission of RPS financially and to act as one of RPS' representatives in the community. The position includes supervision and training of staff and volunteers to accomplish those purposes.

Reports to: Executive Director

Supervises: Volunteers and personnel staff within area of responsibility

Status: Non-Exempt 20 hours per week, including evenings & Saturdays

Minimum Qualifications:

1. Be a committed Christian who demonstrates a personal and growing relationship with Jesus Christ.
2. Have a passion for the ministry of RPS
3. Exhibit strong commitment and dedication to the sanctity of all human life and sexual purity.
4. Agree with and uphold the Mission Statement, Statement of Faith, Statement of Principle and policies and procedures of RPS.
5. Have a bachelor's degree, preferably in Business, Communications or a related field. CFRE preferred.
6. Exhibit strong interpersonal communication, organizational, problem solving, public speaking, and writing skills.
7. Have previous experience with non-profit development/fundraising and event planning.
8. Respect confidentiality
9. Be dependable, teachable, stable and capable of following through on commitments with little supervision and participating in a team environment.
10. Complete the initial volunteer training
11. Be able to carry out responsibilities with little or no supervision
1. Background check required.

Essential Functions

I. Development/Fundraising

- A. Supervise, comprehend and utilize information in the donor database.
- B. In conjunction with the Executive Director, design, implement, coordinate, and evaluate programs in the following areas of fund development: annual giving, major gifts, planned giving, special events, and other ongoing activities.
- C. Work with the Executive Director to develop and implement a capital fundraising campaign, when needed. This would include working with professional counsel (as necessary) and Marketing Coordinator in the preparation of the campaign strategy, campaign solicitations and campaign follow-up.

II. Annual Events

- A. Establish and execute a timeline for the successful completion of the events including but not limited to Change for Life, Walk for Life, Annual Fundraising Gala and open house events.
- B. Direct and manage large events, with professional planning. Organize details necessary for the functional success of each event.
- C. Determine amount of and organize purchase of supplies for all events.
- D. In conjunction with Executive Director and Marketing Coordinator conceptualize and revise all promotional material used for the various events.
- E. Recruit, train and supervise volunteers and liaisons as needed for each event, incorporating the use of volunteers as much as possible for the successful completion of tasks related to each event.
- G. Oversee the entry of all event donations making sure they are done in a timely manner.

H. Upon completion of the event, evaluate each area of responsibility to determine successes and changes that may need to be made for the following year. Keep record of those evaluations for incorporation the next year.

III. Grant Proposals

- A. Conduct research to locate additional foundations in which RPS would qualify to send a grant proposal.
- B. Write each proposal making sure that the proposal satisfies the specifications requested by the sponsoring foundation or organization.
- C. Establish relationship/connections with staff of local foundations in order to better understand the operation of those grants and facilitate greater awareness of this ministry within the organization.

IV. Public Relations

- A. Develop and maintain strong working relationships with key contacts within the community; this includes businesses, civic groups, churches, and philanthropic prospects; identify potential fundraising opportunities within these groups and recommend a course of action for entering these markets.
- B. Represent the agency in churches, civic organizations and other public forums to enhance development efforts of the pregnancy center.
- C. Coordinate all publicity campaigns or events.

V. Other Responsibilities

- A. Participate in weekly staff prayer meetings
- B. Accept assignments not specifically outlined above as requested by the Executive Director.

Development Coordinator will receive an annual oral and written evaluation by the Executive Director

Revised: 2/12/10

Revised: 3/21/18 (vote by email)

Employee Acknowledgement:

I have read and understand the Job Description for the position I hold at Richland Pregnancy Services. A copy of the job description has been given to me for my records. I acknowledge, understand and agree that:

1. It is to inform and assist me in the performance of my duties at Richland Pregnancy Services.
2. It does not constitute an employment contract with Richland Pregnancy Services.
3. It does not confer any rights for any employee.
4. It is subject to change at any time without prior notice.
5. It is the property of Richland Pregnancy Services.

I understand and agree that my employment with Richland Pregnancy Services is “at will” and may be terminated at any time, with or without cause for any reason, and with or without prior notice.

Signature: _____ **Date:** _____

Original: Employee’s Personnel File

Copy: To Employee