



## DEVELOPMENT COORDINATOR

### POSITION DESCRIPTION

---

**STATUS:** Full Time

**REPORTS TO:** Director of Development

#### **OBJECTIVE OF POSITION:**

The Development Coordinator is the “host extraordinaire” for our Care Net Peninsula partners and friends through planning fundraising events. This position is a part of the Development team to host events that raise funds for the CNP mission. This role’s primary focus is to plan, coordinate and execute annual events including the Walk4Life, Peninsula4Life Banquet, and Bottles4Life campaigns. A passion for planning, strong attention to detail, and being highly organized are critical traits needed to succeed in providing our guests with great engagement experiences. The Development Coordinator also represents Care Net Peninsula in the community in ways that convey the heart of the mission.

#### **ORGANIZATION MISSION:**

Women think abortion is the only way out of an unplanned pregnancy. We provide the help and hope local women need to choose life for their baby.

#### **KEY CHARACTERISTICS:**

##### **1. Passionate Christ Followers**

Our faith in Jesus informs every action we take.

##### **2. Unshakeable**

We stand for life no matter what it costs.

##### **3. Lovingkindness**

We believe lovingkindness is a lifeline to pregnant women in crisis.

## **OTHER EXPECTATIONS:**

This is a full-time salaried position that will primarily work out of the Newport News administrative office. Time can be flexed to attend fundraising events and after-hour donor meetings.

## **QUALIFICATIONS**

- Be a committed Christian with a consistent testimony and active in a local church
- Exhibit strong commitment and dedication to the pro-life cause and sexual purity
- Agree with and be willing to uphold Care Net's Statements of Faith & Principles, Commitment of Care, Center policies and procedures, and pledge of confidentiality
- Experience in event planning, administration, hospitality, or a related field
- Strong interpersonal, oral and written communication skills
- Attention to detail and ability to turn around tasks in a timely manner
- Ability to multitask in a dynamic environment and organize, resource, and perform daily work with a high degree of independence, responsibility and initiative
- Proficiency in Microsoft applications
- Experience with donor fundraising is a major plus
- Bachelor's degree (or equivalent experience)

## **MAJOR DUTIES & RESPONSIBILITIES**

### **1. EVENT COORDINATION**

. . . . 55%

- a. Lead in the planning and execution of annual fundraising events (Walk 4 Life and Peninsula4Life Benefit Dinner)
  1. Work with Director of Development to confirm & keep records of all event related contracts (venue, speaker, entertainment, catering, A/V, etc.).
  2. Lead in all event planning including program details, equipment needs, and staffing
  3. Coordinate with event related vendors from start to finish of events
  4. Work with Marketing Manager on signage, banners, and any other graphic needs
  5. Assist Community Relations Coordinator with host/team leader recruitment & training
  6. Team with Community Relations Coordinator on pre-event communications
  7. Be the Care Net Peninsula liaison for events by handling RSVPs & Team leader questions
  8. Manage event tools (Salsa & Fundeasy) to track guest participation

## 2. COMMUNITY RELATIONS . . . . 10%

- a. Assist the Development team in outreach to churches, businesses, groups and individuals to open doors that invite them to partner with Care Net Peninsula
- b. Represent Care Net Peninsula through speaking engagements and conducting tours of the center

## 3. BOTTLES4LIFE . . . . 15%

- a. Oversee the Bottles4Life campaigns to meet annual participation targets
  - 1. Set up campaigns with existing and new churches and groups
  - 2. Manage supply inventory

## 4. ADMINISTRATION . . . . 15%

- a. Main content/notes in donor files
- b. Assist the Administrative Assistant with reconciling the Bottles4Life campaigns and sending campaign success letters
- c. Process Walk4Life pre-event donations
- d. Complete other tasks that may be requested by the Director of Development

## 5. OTHER . . . . 5%

- a. Attend and constructively participate in staff meetings
- b. Demonstrate willingness to serve in any area necessary

**EVALUATION:** The Director of Development will perform a written evaluation of the Development Coordinator annually.