



DEVELOPMENT COORDINATOR

POSITION DESCRIPTION

Hours: 37 hours per week

Report 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 Benefit Dinner, 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.

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 Peninsula’s Statements of Faith and 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
- Use the word “macaroni” in your application
- Experience with donor fundraising is a major plus
- Bachelor’s degree (or equivalent experience)

MAJOR DUTIES & RESPONSIBILITIES

1. EVENT COORDINATION

55%

- Lead in the planning and execution of annual fundraising events (Walk4Life and Peninsula4Life Benefit Dinner)
 - Work with Director of Development to confirm & keep records of all event related contracts (venue, speaker, entertainment, catering, A/V, etc.).
 - Lead in all event planning including program details, equipment needs, and staffing
 - Coordinate with event related vendors from start to finish of events
 - Work with Marketing Director on signage, banners, and any other graphic needs
 - Assist Community Relations Builder with host/team leader recruitment & training
 - Team with Community Relations Builder on pre-event communications
 - Be the Care Net Peninsula liaison for events by handling RSVPs & Team leader questions
 - Manage event tools (One Cause & Fundeasy) to track guest participation

2. COMMUNITY RELATIONS

10%

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

3. BOTTLES4LIFE

15%

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

4. ADMINISTRATION

15%

- Maintain content/notes in donor files
- Assist the Administrative Assistant with reconciling Bottles4Life Campaigns and send campaign success letters
- Process Walk4Life pre-event donations
- Complete other tasks as may be requested by the Director of Development

5. OTHER

5%

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

EVALUATION

The Development Director will perform written evaluation of the Development Coordinator annually.