

## **Position Description – Development Coordinator (.7 FTE)**

### **Centre for Christian Studies**

The Development Coordinator is primarily responsible for the identification, cultivation, solicitation, and recognition of gifts to the Centre for Christian Studies (CCS). The chosen candidate will be mentored as necessary on the principles and practices of fund development.

#### **Responsibilities:**

- Develop and implement an annual fund-raising plan, including annual giving, major gifts, planned giving, memorial programs, and special events.
- With the CCS community, identify prospects and develop appropriate solicitation strategies, cultivate new donor relationships, strengthen existing ones and build support from companies and individuals.
- Prepare and manage the development program budget.
- Prepare applications for granting agencies (foundations, government)
- Develop and implement appropriate policies and procedures.
- Implement and maintain the relationship management system (data base), educate all staff and volunteers who use it on proper procedures, be sure receipts are issued and provide reports to the Finance Committee and Principal.
- Analyze all fund raising programs for both productivity and cost-effectiveness.
- Attend, when necessary, and prepare material for Finance Committee meetings.
- Provide a framework and support for regional fundraising events.
- Ensure communications & marketing efforts align with fundraising strategies.
- Educate staff, students, alumni, Council members, friends and volunteers about the culture of engagement and philanthropy at CCS.
- Participate in staff meetings, being prepared to pick up appropriate pieces of work as they arise.
- Ensure Tapestry, the donor focused publication is completed semi-annually. Find the stories and work with person doing layout.
- Take every opportunity available to visit donors. This can be done in person and via technology. Encourage other staff to do the same when it suits their schedule.

#### **Reporting Relationship:**

- The Development Coordinator reports on a regular basis directly to the Principal.
- Consults with the Central Council, Finance Committee and Development Working Group (approximately 4 times a year) on plans and projects and keeps them informed of events, activities and emerging issues as required.

#### **Qualifications:**

- Academic background: graduate work in related field, and/or diaconal training preferred.
- Knowledge of the principles and practices of fund development through experience and/or equivalent education preferred.

- An understanding of prospect identification, cultivation, solicitation, and stewardship.
- Experience with the Anglican and/or United Church of Canada an asset.
- Knowledge of and a passion for the churches' diaconal community and network desired.
- Experience enlisting and managing volunteers.
- Strong organizational skills.
- Excellent interpersonal and communication skills to work with the CCS community to develop and enhance relationships with prospects, donors, volunteers, colleagues and friends.
- Proficient in use of Microsoft Office.
- Experience with a fundraising database is an asset. (for example e-Tapestry-(Blackbaud))
- Ability to work nationally, through electronic and other means.
- Understanding of the needs and practices of higher education in Canada
- Availability to travel to meet the needs of the position