

Position Description – Interim Development Coordinator (1 Year .5 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), and nurturing relationships with alumni and friends of CCS. The chosen candidate will be mentored in the organizational culture of CCS.

Responsibilities:

- With the CCS community, identify prospects and develop appropriate solicitation strategies, cultivate new donor relationships, strengthen existing ones, and build support from individuals, alumni, foundations, and potential companies.
- Develop and implement an annual fund-raising plan, including annual giving, major gifts, planned giving, promotion of gifts in wills, and donor events.
- Seek out granting opportunities and prepare applications for granting agencies (foundations, government, church denominations)
- Prepare and manage the development program budget.
- Ensure Tapestry, the donor-focused publication, is completed semi-annually. Find the stories, work with the person doing the layout, and organize mailing.
- Implement and maintain the relationship management system (database), educate all staff and volunteers who use it on proper procedures.
- Ensure donation receipts are issued and provide regular reports to the Finance Committee and Principal.
- Attend, when necessary, and prepare material for Finance Committee meetings.
- Ensure communications & marketing efforts align with fundraising strategies, keywords, and the organization's values and mission.
- Participate in staff meetings, being prepared to pick up appropriate pieces of work as they arise as part of the staff team.
- Take every opportunity available to visit donors and potential donors. This can be done in person and via technology. Encourage other staff to do the same where possible in their schedules.

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:

- Knowledge of the principles and practices of fund development through experience and/or equivalent education. (preferred)
- Academic background: graduate work in a related field, and/or diaconal training. (preferred)
- An understanding of prospect identification, cultivation, solicitation, and stewardship.
- 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.
- Appreciation for a relationship-first approach to development work.
- Proficient in the use of Microsoft Office.
- Experience with a fundraising database system, for example, e-Tapestry-Blackbaud. (asset)
- Ability to work nationally, through electronic and other means.
- Availability to travel to meet the needs of the position.
- Appreciation for, or comfort with, working in a religious organization with strong intersectional social justice values and a collaborative team style.
- Experience with the Anglican and/or United Church of Canada. (asset)
- Knowledge of and a passion for the churches' diaconal communities and networks. (desired)

A Note about Location:

The ideal candidate will be based in or near Winnipeg, MB and will be able to spend the majority of their hours working in the CCS office. Candidates at a distance will be considered, provided that they are able to travel to Winnipeg regularly through the 1-year contract period. Housing is not provided.