Development Coordinator
Full-time
New York School of Urban Ministry
New York City, New York

DEVELOPMENT COORDINATOR

JOB DESCRIPTION

Full Time

The primary function of the Development Coordinator is to Raise Funds for doe NYSUM and meet the Annual Budget of NYSUM with the help of the Development Team. The secondary function of the Development Coordinator is to also advertise and promote NYSUM through our website, promotional materials, conferences, media, and all social media outlets.

GENERAL RESPONSIBLITITES

1. Must have Fundraising Experience, supervisory experience, and background in Development

2. Position reports to & is accountable to the President

3. Meets the Annual Development Budget

4. Serves to assist President in publications, promotions and fund raising efforts

5. Monthly Reports on the 15th of each month reporting activity of the previous month as follows: Monthly Budget Report, Appeals Summary Report & Appeals Daily Report

6. Meets weekly with the President for planning meetings and updates on development projects

7. Once the Annual Development Plan is approved by the President & Development Consultant, Development Coordinator & Staff are responsible to implement the plan. The plan will consist of but not limited to: Production schedules, direct mail appeals, newsletters, phone appeals, phone & email follow ups from mailings and for prospective groups who may want to book a ministry team,

8. Meets at least 3 times per month with the Development Consultant or as needed to fulfill NYSUM'S Fund Raising Goals

9. Coordinates with (vendors, print shop, etc.) for promotional projects for the best price as possible

10. Manages the Development Office and staff within the approved Budget from the Finance Committee

11. Maintains and Achieves pictures and testimonies for Special Outreaches such as but not limited to: Drumstick, Christmas, Winter Wear, Food Truck (all 4 Seasons), Makeover Weekends, Basket Ball Outreaches, Back Pack & Men's Weekend

FUND RAISING PRIORITES AND PARAMETERS

1. Mailing of Monthly Appeals

2. Keeps on tract with the Production Schedule

3. Serves to support primarily, Ministry Services Department as well as other departments with promotional resources.

4. Create and secure more donors to support and expand the ministry

1. Responsible for processing thank you letters from donations

2. Maintains a data base of pictures, testimonies and any other promotional material for publications

3. Maintains the NYSUM displays and promotional materials in dorm rooms, displays throughout the building, notices in the elevators, lobby, and lounge and in public areas of the building. This material is to be updated and restocked on an ongoing basis

4. Provides an inventory of at least 100 Pastors packets and promotional packets for Ministry Services and the President

5. Develops and expands the NYSUM donor base with mailings, phone bank with volunteers calling donors, setting up strategic personal appointments with donors for President

6. Works with the President to Develop Regional Fund Raising Events throughout the US & in other countries from the NYSUM's Network of Influencers enabling the President to share the NYSUM vision inviting them to NYC and for acquiring donors

7. Church Relations: Coordinates breakfast meetings and/or lunch with the President from Ministry Team Leaders and Lodgers for discovery and potential ministry funding

8. Presents ministry leaders packets and Ministry packages to NYSUM lodgers with the purpose to convert them into becoming a future ministry teams

9. This position is based upon job performance and the ability to raise funds through but not limited to: Direct Mail, Emails, Donor Development, and Securing New Contracts for NYSUM Missions Training, wills, endowments and estate planning packages for potential donors

10. This position will be reviewed 30 days, 60 days & 90 days from the date of hire to ensure the Development Department and staff are most effective

11. Makes new strategic contacts with Christian Colleges, Churches, High Schools/Home Schools and Organizations for Missions Trips to NYSUM.

TYPICAL WEEKLY SCHEDULE: Approx. 40 hours per week Special Needs of Development but not limited to:

- Fundraising Banquets
- NYSUM Anniversary or Special Events
- Phone a thon's – raising funds via phone calls
- Photo shoots for special projects
- Discover NYSUM Events

I. BENEFITS

Financial Package

A. TBD based upon competency

B. Retire Program

To apply for this job, please apply at https://justchurchjobs.com/job/6699/development-coordinator