



## **Wings of Refuge – Development Coordinator**

**Organization Type:** Christ-centered Nonprofit

**Reports to:** Executive Director

**Hours:** Part time, 20-25 hours

**Location:** Ames, Iowa

**Education and Experience:** Preference will be given to individuals who possess a degree in nonprofit or public administration or an equivalent amount of relevant experience. Experience in fundraising, grant writing, and/or business development is highly desirable.

**Summary of Job Responsibilities:** In partnership with the Executive Director and Development Team, lead development activities, coordinate all aspects of sharing the mission through speaking events, secure funding through internal fundraisers and grants, and engage with givers, volunteers, and churches.

### **List of Responsibilities:**

**Share the Mission:** *Connect our communities with the mission and service offerings.*

- Oversee the scheduling, preparations, and follow-up for all speaking events, training, and other platforms that Wings participates in.
- Attend events to assist and/or present when needed.
- Track and report outcomes of all speaking events and community outreach.
- Responsible for keeping presentation content up-to-date and ready to use.

**Fundraise:** *Lead fundraising initiatives for the ministry through internal fundraisers and grants.*

- Initiate all mailings including brainstorming the design, overseeing ordering of materials, running reports for appropriate recipients, and setting up bulk mailing.
- Organize volunteers and attend fundraising events as needed.
- Research grants, foundations, and other financial support opportunities and gather all necessary information to submit applications for such funding.
- Track progress and deadlines for grant applications and fundraising events, communicate with the development team on needs to ensure deadlines are met.

**Engage with Giving Community:** *Be the point person for givers, development volunteers, & church partners.*

- Write and send thank you notes to all involved entities (individuals, churches, grants, etc).
- Connect with new givers.
- Remain stocked with postcards, letters, postage, brochures, handouts.
- Be proficient in Bloomerang CRM and troubleshoot when needed.
- Check the Wings info email daily and forward and/or respond to emails.

### **Miscellaneous**

- Coordinate annual Development Plan
- Provide monthly board reports to Executive Director
- Prepare an agenda for weekly development meetings and attend in Ames.
- Attend Leadership meetings.
- Help with special projects.
- Oversee the work of the Marketing/Events Coordinator.
- Independently report spending for development purposes to Office Manager.

**Additional Responsibilities:**

- Agree with the Wings of Refuge **Statement of Faith**
- Understand and demonstrate a willingness to engage in the **Guiding Principles** of the program
- Maintain an active, growing relationship with the Lord
- Abide by organization policies and procedures
- Exhibit leadership and management skills
- Skilled in working independently
- Have excellent accountability and dependability
- Capable of performing multiple tasks and is well organized
- Display strength-based tendencies
- Effectively communicate with others
- Participate in all required training and show competency in skill areas of training content
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements

**Qualifications:**

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position.
- Complete a satisfactory preliminary criminal history background check and a satisfactory fingerprint records check.
- Be 21 years of age or older.
- Pass a motor vehicle record check.