



## Development Coordinator

**Organization Type:** Christ-centered Nonprofit

**Hours:** Part Time, 20-25 hours per week primarily M - F.  
Weekends and evenings as needed for events.

**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 community engagement is highly desirable.

**Summary of Job Responsibilities:** In partnership with the Executive Director and the Development Team, this role will lead development activities, coordinate all aspects of sharing the mission through speaking events and community engagement. Research and seek out opportunities to secure funding, plan and coordinate fundraisers. Engage with givers, volunteers, and churches to develop partnerships and support.

**Community Engagement:** *Connect with community partners to share our mission and service offerings.*

- Develop, implement and coordinate outreach and engagement strategies that strengthen relationships and community engagement.
- Oversee the scheduling, planning, and follow-up for all speaking events, training, and community events that Wings participates in.
- Provide administrative support for all development activities.
- Attend events to set-up, assist and/or present when needed.
- Track and report outcomes of all speaking events and community outreach.
- Be the point person for givers, development volunteers, & church partners.

**Fundraising:** *Lead fundraising initiatives for the ministry through community engagement efforts, grants and fundraising events.*

- Help manage and grow Wings donor portfolio by researching new opportunities and engaging with current and potential new donors.
- 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.

### 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.