

## **Development Coordinator UNC Wesley Campus Ministry**

**(Part time 15-20 hours a week)**

**Position Title:** Development Coordinator

**Reports To:** Campus Minister/Executive Director

**Job Summary:** The Development Coordinator supports the leadership of UNC Wesley Campus Ministry, the United Methodist Church's outreach to students of UNC-Chapel Hill. The Coordinator will be responsible for weekly, monthly and annual tasks including but not limited to: prospect management, cultivation, solicitations to benefit WCM; stewardship and acknowledgement of donations; event management for outreach and fundraising; maintaining the development-related files and the donor database; communications and outreach to friends/donors/alumni; and board development committee support, training and management. The coordinator works with the Campus Minister, staff and volunteers of WCM.

**Qualifications:** Bachelor's degree and minimum three years prior development experience is required, and non-profit and/or faith-based experience is preferred. Proficiency using Access and BlackBaud databases to manage donor/finance information, and Word, Excel, PowerPoint is necessary.

A successful candidate will have excellent communication skills; be highly organized and detail oriented; be able to consistently meet deadlines, prioritize tasks, and function independently or as an active team member; work well in a respectful and collaborative environment; and be able to manage sensitive and confidential information with integrity.

**Responsibilities include but are not limited to the following:**

- Donor cultivation, solicitation and management: assists and guides the Executive Director and board leadership and volunteers with one-on-one donor identification, cultivation, funding requests, and stewardship. Must be able to prioritize needs, interest and engagement of donors; must be able to follow up in a timely and appropriate manner with calls, visits, emails and events.

- Development plan and goals: in coordination with other members of the UNC WCM team, maintains calendar and deadlines as related to fundraising for annual fund, major gifts, planned giving, events, stewardship.
- Stewardship and reporting: communication of development progress at monthly meetings, responsible for helping organize and create an online Annual Report of metrics and successes, and providing some communication on social media outlets for outreach and fundraising.
- Database, correspondence and reporting: ensures current gifts and individual notes related to donors and friends are kept up to date in database. Processes donation correspondence and executes Thank You program in a timely fashion. Organizes all development-related mailings and email campaigns.
- Events and Volunteer management: coordinates and executes events specifically related to donors/development, especially with regard to community-building to engage friends and donors. Encourages, recruits and manages the development and volunteer committees for the events. Coordinates and assists in solicitation of in-kind goods/services in support of UNC WCM.

### **TO APPLY**

Please submit cover letter, resume and references, preferably from one supervisor and one colleague, to Wesley Campus Ministry, Development Coordinator Position. Email cover letter and references by Friday, August 4 to: [info@UNCWesley.org](mailto:info@UNCWesley.org) (Please no phone calls.)

**Deadline to apply: Friday August 4, 2017**

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