

ST. JAMES COFFEE

DEVELOPMENT COORDINATOR JOB DESCRIPTION

JOB SUMMARY

St. James Coffee is a unique response to the Church's call of the New Evangelization in that it brings the Church into the the world and into the everyday lives of its customers and the local community. It is a place where people encounter Jesus Christ through its products and the hospitality of its volunteers and staff.

The Development Coordinator focuses on developing and maintaining relationships with sponsors and donors, coordinating fundraising opportunities, and reaching out to local community members and organizations on behalf of St. James Coffee.

RESPONSIBILITIES & DUTIES

- Pray for St. James coffee, its staff, volunteers, customers, and local community
- Develop fundraising goals for Board approval
- Develop donor gift programs for Board approval
- Develop and maintain relationship with current and potential sponsors/donors
- Coordinate fundraising initiatives (i.e. Brew Ha Ha, Sustainable Giving Program, etc...)
- Work with Events/Programs Coordinator to monetize appropriate events/programs
- Coordinate any grant writing initiatives
- Recruit volunteers
- Assist in training volunteers
- Encouraged to volunteer as an emergency sub

QUALIFICATIONS & SKILLS

- Creative
- Self starter and able to work independently
- Outgoing
- Flexible schedule to meet with others at various times of the day
- Able to ask and comfortable when asking for money
- Experience in fundraising for nonprofits
- Experience in communications/marketing
- Familiarity with, or desire to learn, Square point of sale software
- Familiarity with, or desire to learn, Google Apps (especially Drive, Docs, Sheets, etc..)
- Practicing member of and in good standing with the Roman Catholic Church
- Willingness to adhere to all that the Catholic Church teaches and holds to be true

ACCOUNTABILITY

This position is accountable to the St. James Coffee Team Director.