Title
Development Coordinator

Description

For His Children (FHC) is a Christian non-governmental organization (NGO) providing funding for two residential care homes for vulnerable children in Ecuador. The homes are located in Quito and Latacunga, Ecuador.

The Development Coordinator will work with the Director of Development and Executive Director to support the general activities of donor development, fundraising, and promotion of FHC’s sponsorship programs. Under the direction of the Director of Development, they will work to promote the mission and vision of FHC through the programs established.

This is a remote, part-time position, averaging 20 hours a week.

Duties

The Development Coordinator will carry out the following general activities:

1. DONOR DEVELOPMENT AND FUNDRAISING:
   1. Write/edit the organization’s monthly newsletter;
   2. Participate in stewardship of individuals and churches along with the Development Team to promote long-term financial giving to FHC;
   3. Assist in the creation of simple graphic designs and update promotional materials as needed;
   4. Research and apply for grant funding;
   5. Update and maintain accurate and complete donor data in Client Relations Management system; and
   6. Participate in monthly team development meetings.

2. SPONSORSHIP PROGRAMS:
   1. Promote awareness of the programs;
   2. Increase program revenue;
   3. Prepare periodic reports for sponsors and/or donors;
   4. Establish and maintain positive rapport with sponsors/donors;
   5. Help promote prayer support of the programs, and
   6. Update and maintain accurate and complete donor data in Client Relations Management system.

3. Any other tasks or responsibilities that may be mutually agreed on between FHC and the Development Coordinator.
Necessary Qualifications

- Agree with and share biblical values and is able to adhere to FHC’s Mission Statement and Statement of Faith.
- Bilingual – English and Spanish
- Creative writing experience, with a strong focus on story-telling
- Excellent written and verbal communication skills, as well as copywriting and proofreading skills
- Consistently displays a positive attitude, flexibility, and excellent interpersonal skills
- Demonstrates initiative
- Must have strong organizational and project management skills, as well as attention to detail
- Must be a self-starter and able to independently move projects forward, prioritize tasks, and meet deadlines
- Firm grasp on various marketing platforms, channels, and best practices, including digital, video, and email marketing
- Responsible and dependable
- Occasional travel may be required

Preferred Qualifications

- Bachelor's degree in business administration, marketing, communications, or a related field
- 1-3 years of experience in marketing, fundraising, business development or sales
- Cultural awareness of North America and Ecuador