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 in Quito and Latacunga, Ecuador, and care for up to 50 children and young adults. The children and young adults in FHC’s care range in age from newborn to young adult and have normal and special needs.

The Development Coordinator will report to the Director of Development. They 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, full-time position (35-40 hours per week).

Duties

The Development Coordinator will carry out the following general activities:

1. DEVELOPMENT AND FUNDRAISING:
   1. Assist in writing and editing FHC’s monthly newsletter.
   2. Assist the Director of Development in implementing fundraising initiatives and campaigns.
   3. Participate in donor relationship building and cultivation for support of various fundraising events and activities to promote long-term financial giving to FHC.
   4. Assist in stewarding relationships with supporting churches – sending ministry updates, and on occasion presenting at churches in person to share about their impact on the children and share current ministry updates and needs.
   5. Identify new funding sources to maintain or exceed the fundraising goals.
   6. Conduct research on corporations, foundations, and community organizations.
   7. Assist the Director of Development with church, corporate or foundation requests.
   8. Assist in creating donor thank yous (email, video, or phone calls) in an accurate and timely manner.
9. Assist in the creation or updating of simple graphic designs, videos, and promotional materials as needed – ensuring messaging and designs meet brand standards and overall organization objectives.

10. Research and apply for grant funding.

11. Update and maintain accurate and complete donor data in Client Relationship Management system.

12. Generate donor reports as needed using the donor database.

13. Attend meetings (including monthly team meetings) and conferences as assigned by the Director of Development.

2. SPONSORSHIP PROGRAMS:
   1. Prepare periodic written and video reports for sponsors (3-4 times per year).
   2. Promote awareness of the programs.
   3. Increase program revenue.
   4. Establish and maintain positive rapport with sponsors.
   5. Help promote prayer support of the programs.
   6. Update and maintain accurate and complete donor data in Client Relationship Management system.

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

**Necessary Qualifications**

- Passion for children, especially those coming from vulnerable situations.
- Agree with Biblical values and willing to adhere to FHC’s Mission Statement and Statement of Faith.
- Highly driven – looking for ways to add value, do better work, improve efficiencies, and build others up.
- Creative writing experience, with a strong focus on storytelling.
- Excellent written and verbal communication skills – strong grammar and spelling skills.
- Consistently displays an attitude that is: humble, positive, and flexible.
- High level of interpersonal skills to interact with donors. Position continually requires demonstrated poise, tact, and diplomacy.
- Strong time management skills and the ability to manage multiple projects.
• Excellent attention to detail.
• Must be a self-starter and able to independently move projects forward, prioritize tasks, and meet deadlines, as well as accept direction on given assignments.
• Firm grasp on various marketing platforms, channels, and best practices, including digital, video, and email marketing.
• Tech savvy – unafraid to research, dig in and learn how to integrate platforms and set up automations with the resources available.
• Responsible and dependable.
• Proficient in Microsoft Office Suite and Google Suite applications (Gmail, Google Drive, etc) and ability to learn and manage department-specific software (Salsa CRM, Salsa Engage, Canva, Slack, Zoom, Vimeo, etc.)
• Availability to work flexible hours including nights and weekends (on occasion).
• 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
• Bilingual – English and Spanish

Application Instructions:

**Please note, all items must be completed and submitted to be considered for this role.**

• A cover letter and PDF of your resume.
• Two writing samples (creative writing or storytelling style preferred).

To submit the information above to be considered for the position, send an email to employment@forhischildren-ecuador.org. Please use this specific subject line: I want to join the FHC Team!