

## **JOB POSTING – DEVELOPMENT COORDINATOR**

### **Opportunity – Development Coordinator**

The mission for the Development Coordinator is to work with the Vice President of Development and the Director of Resource Development to support the fundraising activities for Hillcrest. They will assist in developing and implementing fundraising strategies and forecasting strategies to ensure the viability of Hillcrest programs.

The perfect candidate for this position will be committed to service and embody the organization's mission. They will be a passionate advocate for our organization, our residents, and those in need of our services. They are comfortable working with other faith-based organizations, ministry groups, and community outreach. The candidate will be ready to work in a fast paced, diverse, and collaborative work environment. This person must be trustworthy, confident, and comfortable making tough decisions every day. Being ready on day one with experience and proven development strategy to hit the ground running is essential.

### **Essential Duties of the Development Coordinator**

- Assists with planning, organizing and execution of the Development team's vision, to include: the Hillcrest annual gala and other fundraising events.
- Capture special moment photos and work with our marketing contractor to post activities on social media.
- Oversee and facilitate the Hillcrest Young Professionals group.
- Support the development team with excel workbooks and documentation.
- Prepare thank you letters for donors.
- Maintain the DonorPerfect database.
- Maintain an accurate account of grants status that is accessible to the entire development team.
- Ability to create professional marketing and proposal collateral.
- Assist development team with grant required reporting.
- Assist with developing new fundraising opportunities.
- Meet with development team weekly on all development activities.
- Learn and have the ability to present the Hillcrest story through community outreach.
- Serve in other duties as assigned by VP of Development as needed by the organization to fulfill its mission.

### **Qualifications**

- A valid driver's license and reliable transportation to travel within the Kansas City Metro area is required.
- Bachelor's degree or experience in nonprofit, business management or related field preferred.
- Highly organized, outgoing, creative, out of the box thinker.
- Experience with fundraising events.
- Flexible, creative, and able to work in a non-structured developing work environment.

- Familiarity with Windows, Office, Google Drive, Gmail, Outlook, Facebook, Instagram, Twitter, DonorPerfect, Constant Contact, and Canva or Adobe Indesign.
- Excellent oral/written communication.
- Energetic and willing to take on new responsibilities.

**Additional Details**

This is a full-time position. Candidates must be willing to work in our offices throughout the Kansas City metro daily. The position will be headquartered out of our Kansas City, Kansas campus location. Typical hours for this role are 9am – 5pm, Monday through Friday. There will be after-hours events and activities that will require additional hours on evenings and weekends.

Salary range for this position is \$38,000 - \$45,000 based on experience and credentials.

To apply, email your resume and cover letter to Barbara Fitzgerald, Vice President of Development at [bfitzgerald@hillcrestkc.org](mailto:bfitzgerald@hillcrestkc.org).

*Hillcrest Ministries of MidAmerica, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.*