



Flathead Lutheran Bible Camp

Job Description; 2024-2025

Position: Development Coordinator
Classification: Part Time-Hourly, 15-20 hours per week.
Supervisor: Executive Director

Position Summary

The Development Coordinator is a self-motivated, results-oriented individual with a desire to develop and implement effective fundraising, donor solicitation, and donor management skills. The Development Coordinator works in close coordination with the Executive Director in developing all aspects of fund raising and marketing for the ministry of FLBC.

Qualifications

- Support of the mission and ministry of FLBC
- Appreciation for and experience with the natural world and its connection to faith formation
- Demonstrated organizational, interpersonal and communication skills
- Initiator, self-starter, able to plan, organize and prioritize work
- Ability to maintain confidentiality
- Understanding of the Lutheran Church in general
- Strong computer and technology proficiency
- Good driving record and ability to travel
- Flexibility to work weekends and evenings

Education/Experience

- Bachelor's degree required
- One year of fund development or related experience preferred

Responsibilities/Essential Functions Include:

- Assist in the development and implementation of a comprehensive, written fund development plan with strategies for donors and prospects including: individuals, churches, organizations, corporations and foundations in order to meet annual fundraising goals
- Coordinate all aspects of the annual fund, direct mail, special events and overall support to on-going fund development
- Work closely with the Executive Director and Board of Directors to increase contributed giving by 20% over three years
- Assist in the development of grant proposals and face-to-face solicitations

- Work closely with the Executive Director to recruit and train staff and volunteers to support fundraising efforts
- Support to all capital campaign and special project endeavors
- Communicate effectively to inform donors of the need for/impact of their donations
- Represent FLBC at Synod, congregational and community events as needed
- Work to grow Endowment, coordinate FLBC planned giving program
- Meet face to face with a goal of a minimum of 10 persons per month to ask for annual, capital, and legacy support
- Plan/develop promotion for all programs, working to increase participation per strategic plan
- Work with staff to develop fundraising and donor recognition events
- Conduct Foundation and Corporate Giving research
- Develop on-line donor options; oversee web page on development/donors

Administrative/Essential Functions

- Assist in the development and oversight of donor database, including systems for donor records, creating reports (using data base, *Camp Wise*) recording prospects, maintaining profiles, reporting and recognition documents
- Assist in the development of the fundraising budget
- Develop standards and procedures as needed
- Work towards professional certifications and developing professional networks
- Support related board committees

Position open until filled

\$25.00 per hour

Send Resume and cover letter to: Margie@flbc.net