



Job Title	Development Coordinator
Reports to	VP of Development

Job Purpose

The responsibility of the Development Coordinator is to help and assist Casas por Cristo in reaching new and potential churches, donors, and interns. The following list of responsibilities is not comprehensive, additional tasks may be requested at the discretion of the VP of Development.

Duties and Responsibilities

Development

- Help implement future ministry goals and plans
- Develop and maintain relationships with strategic partners to help fund the growth of the ministry
- Monitor and evaluate all fundraising activities to ensure that all fundraising activities are being achieved
- Identify and develop corporate, community, church, and individual prospects for the organization's fundraising priorities

Recruitment

- Create relationships with potential churches
- Communicate with college programs for potential interns
- Attend conferences
- Seek and schedule presentations with organizations and individuals
- Create systems to continue bringing in new teams
- Monitor and evaluate all recruiting activities to ensure that all recruiting activities are being achieved
- Engage existing volunteers with a plan to recruit new potential team members
- Represent the Development Team and Casas por Cristo on Scouting trips as assigned by the VP of Development

Team Care

- Maintain team relations as appropriate
- Build or assist as needed

Accountability

- Track all communications within the appropriate ministry database
- Attend all regularly scheduled staff meetings
- Manage and track the budget for team recruitment

Requirements

Each staff member, in addition to the above-stated job responsibilities, must continue to uphold the Casas por Cristo Mission and Vision Statements and the Code of Conduct. This includes, but is not limited to:

- Maintain a healthy spiritual life and relationship with God
- Demonstrate characteristics of a Christ-centered life
- Attend devotions and meetings with CpC staff regularly
- Be flexible in realizing that ministry is not always conducive to 9-5 workdays

By signing this document, I agree that I have read and understand this explanation and job description.

Employee Name - Printed

Date

Employee Name - Signature

Date

Vice President Name - Signature

Date

* Casas por Cristo, the VP of Development, and/or the President & CEO, in a position of authority over the employee, reserves the right to adjust, modify, and clarify this job description at any time and will give notice to the employee affected by the changes.