

I. Title: Development and Community Engagement Coordinator

II. Overall Responsibility

- *Under the guidance of the Executive Director, create and execute an annual Development Plan to attract and engage new and existing donors. Develop marketing and outreach strategies that support the mission and vision of Crossroads Medical Mission.*

III. Key Responsibilities

DEVELOPMENT

- **Donor Retention**

Maintain and nurture current donor relationships.

Create and maintain donor retention plans, including quarterly email, giving campaigns and planned giving initiatives. Ensure proper donor acknowledgement through handwritten notes and phone calls.

- **Fundraising & Donor Development**

Lead fundraising initiatives, including the annual fundraising events and any capital campaigns.

Maintain and manage a development calendar, ensuring timely execution of all fundraising activities.

Develop and implement donor cultivation activities and manage the donor database.

- **Grant and Funding Management**

Research, write, and manage grant and funding applications, ensuring timely submission, and reporting on fund utilization.

- **Major Gifts**

Identify, cultivate, and solicit major gift prospects.

- **Reporting & Administration**

Provide development reports for Board of Directors and staff meetings.

Assist with annual budgeting and planning processes.

COMMUNITY ENGAGEMENT

- **Marketing & Outreach**

Collaborate on marketing strategies to enhance website and social media presence.

Produce and distribute a semi-annual mailed newsletter and quarterly e-newsletter.

- **Publications and Events**

Prepare fundraising publications, appeal letters and patient stories.

Schedule and organize tours, meetings and speaking engagements.

- **Volunteer Coordination**

Recruit, support, and recognize volunteers for development-related events and administrative tasks.

OTHER DUTIES

- Perform additional tasks as assigned by the Executive Director.
- Travel as required.

IV. SKILLS AND KNOWLEDGE

- Strong commitment to the mission of Crossroads Medical Mission.
- Proficiency in donor solicitation and cultivation.
- Excellent interpersonal and communication skills.
- Strong organizational skills, work ethic, tact, and diplomacy.
- Creative writing skills and knowledge of or willingness to learn grant writing.
- Leadership and sound judgement.
- Ability to collaborate in a Christ-centered, challenging environment.

V. EDUCATION AND EXPERIENCE

- Preferred: Bachelor's Degree and experience in donor development and fundraising.
- Proficiency with Microsoft products; knowledge of fundraising software and QuickBooks is a plus.

VI. SALARY

- Commensurate with education and experience. Salary range beginning at \$45,000 annually plus possible EOY bonus.