



**Position: Event & Fundraising Coordinator (Part-Time (8-16 hours/week), Non-exempt)**

**Reports to:** Executive Director

**Supervises:** Fundraising volunteers and any development personnel as assigned

**Objective of the Position:**

As a representative of Christ and Mosaic's life-affirming mission, the Development Coordinator leads all fundraising and development initiatives at Mosaic of the Southern Tier. Working in close collaboration with the Executive Director and volunteers, this role is responsible for generating philanthropic support through individual donors, corporate sponsors, churches, grants, and community partnerships. The Development Coordinator ensures the financial sustainability of the ministry by building meaningful relationships and implementing a strategic, mission-driven fundraising plan.

**Qualifications:**

**Spiritual:**

- A committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Fully aligned with Mosaic's life-affirming mission, biblical sexual ethic, and Statement of Faith

**Professional:**

- High school diploma or equivalent required; some college coursework in communications, business, or nonprofit management preferred
- Experience in event planning, marketing, or fundraising (volunteer or professional) preferred, but not required
- Strong organizational and communication skills with a creative eye for detail
- Comfortable with Microsoft Office, social media platforms, and willing to learn donor management software
- Ability to work collaboratively while also managing tasks independently

**Character:**

- Creative, energetic, and passionate about bringing ideas to life
- Dependable, organized, and enthusiastic about serving Mosaic's mission
- Relational and engaging, with a heart for ministry and people

**Primary Responsibilities:****II. Event Planning & Fundraising**

- Plan, organize, and execute Mosaic's fundraising events in coordination with the Executive Director (e.g., Walk for Life, banquet, special campaigns)
  - Bring creativity and fresh ideas to event design, promotion, and donor engagement strategies
  - Help develop sponsorship opportunities and coordinate with businesses, churches, and community partners for event support
  - Assist with event-related communications, including invitations, social media, and marketing materials
- Support donor stewardship through thoughtful follow-up and relationship-building efforts

**II. Administrative & Development Support**

- Assist the Executive Director with implementing fundraising initiatives and campaigns
- Help track and report on event and fundraising outcomes
- Maintain accurate event and donor-related records in coordination with the Executive Director
- Support general office and development tasks as needed to ensure events and campaigns run smoothly

**III. Volunteer Coordination**

- Help recruit, train, and oversee volunteers for fundraising events
- Encourage and equip volunteers to use their gifts in service of Mosaic's mission

EC Signature: \_\_\_\_\_

Date: \_\_\_\_\_