



Position: Development Coordinator (Full-Time (32 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:

- Associate's degree required; Bachelor's degree in a related field preferred
- At least two years of relevant experience in fundraising, ministry, or nonprofit leadership
- Experience with donor development, grant writing, and event planning strongly preferred
- Excellent interpersonal, communication, and public speaking skills
- Proficiency with donor management software, Microsoft Office, and design tool
- Capable of working independently and managing multiple responsibilities

Character:

- Bold, outgoing, organized, and passionate about the mission
- Self-motivated and relational, with a heart for ministry and service

Primary Responsibilities:**I. Fund Development & Administration**

- Coordinate, organize and execute all fundraising activities in collaboration with the Executive Director and volunteers
- Develop and implement an annual development plan that includes donor cultivation, church engagement, corporate partnerships, and events
- Identify, cultivate, and steward relationships with individual donors, businesses, and churches
- Research, write, and manage grant proposals; ensure timely and accurate grant reporting
- Track and report on development outcomes, recommending adjustments to meet goals
- Maintain donor records using appropriate database systems; ensure data accuracy and confidentiality
- Assist with the creation of marketing and promotional materials related to fundraising

II. Public Relations & Community Engagement

- Represent Mosaic with professionalism and passion in churches, civic groups, and the wider community
- Build awareness of the ministry's mission through presentations, community events, and media outreach
- Support efforts to grow Mosaic's visibility and impact through public relations strategies

III. Volunteer Engagement & Training

- Support the recruitment, coordination, and training of development-related volunteers
- Assist with volunteer development opportunities such as in-service training and team retreats

IV. Client Services (as needed)

- Be trained to provide and client services
- Step in to support client care when volunteers or staff are unavailable

DC Signature: _____

Date: _____