



Job Title:	Job Code	Department	FSLA Status:
Development Coordinator		Development	Non-Exempt
HR Approval:		Reports to	
Revision Date:	06/06/2023	Chief Advancement Officer	

About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located in Walworth, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. All our residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

Mission Statement

Opening a world of opportunities for people living with disabilities to thrive.

Vision

We are the place where the God-given potential of people living with disabilities is developed and celebrated. We equip them to lead impactful lives, reflecting their significance and valuable contributions to the community.

Core Values

- **Faith:** Pursuing the love and heart of Jesus while seeking the Holy Spirit's leading through prayer, scripture, counsel, and collaboration. Providing spiritual guidance and support to individuals, encouraging growth in their faith journey.
- **Employment Culture:** Fostering an environment of servant leadership through honesty, humility, compassion, integrity, teamwork, respect, accountability, open communication, and employee engagement. Empowering employees to take initiative and embrace a sense of ownership.
- **Service Excellence:** Endeavouring to exceed expectations of all stakeholders while mining for quality solutions and outcomes to the inevitable challenges that lie ahead.
- **Provider Quality:** Committing to measurable quality standards that differentiate our organization in the marketplace, resulting in resident, family, and staff satisfaction.
- **Thought Leadership:** Establishing the organization to be at the forefront of innovations and trends in our industry.
- **Training and Education:** Cultivating a growth mindset through professional and personal development.
- **Stewardship:** Optimizing the valuable and diverse resources that God has entrusted to our organization

Job Brief & Description

Inspiration Ministries/Inspired is looking for an experienced **Development Coordinator** to assist the Chief Advancement Officer and Development Officer in various fundraising activities and events. The Coordinator should be a self-motivated, energetic person. He/she will be responsible to coordinate and plan several fundraising and community events on an annual basis. The Coordinator is a reliable professional with knowledge of event planning, volunteer coordination, community relations, and obtaining financial support for the organization through sponsorships and other gift solicitation. He/she is a strategic thinker and effective leader who can make decisions. The goal is to both guide the events and look for opportunities to grow and expand them.

Wage and Qualification

Average Number of Hours: 20+ hours

Status: Hourly

Rate: N/A

Years of Experience: 3 years in related experience (experience in non-profit preferred).

Education: Associate or Bachelor's degree in communications, marketing or related field.

Additional Qualifications:

- Willing to roll up sleeves & learn.
- Flexible with schedule – available to work some evenings and Saturdays.
- Proven track record of taking initiative and going above and beyond job description to deliver results.
- Strong MS Excel, MS WORD, MS PowerPoint & Social Media skills preferred. Raiser's Edge and Graphic design knowledge a plus.
- An excellent communicator with the ability to make new contacts, lead committees, and speak in front of small groups.
- Excited to be a part of an energetic team committed to growth and exceeding goals.

Events

- Coordinate logistics and details for three to four annual events:

Areas of Responsibility

(Move for a Cause, Golf Outing, Alive to Thrive, and other events).

- Plan and implement an effective marketing, communication plan and mailings for each event.
- Organize and lead planning committees for two to three large fundraising events (Move for a Cause, Alive to Thrive, Golf Outing).
- Lead or assist in the planning of other events (3rd party fundraisers, staff events, etc...) as needed.
- Manage attendance, registration, and donor communication for all development events.
- Think strategically to grow each event, increasing attendance and income on an annual basis.
- Assist the Chief Advancement Officer in the annual event budgeting process.
- Work within a budget to best steward the available funds for each event.

Sponsorships

- Manage a handful of key existing sponsorships, renewing each on an annual basis.
- Seek out new sponsorships opportunities in the community, developing strategic relationships and soliciting gifts.
- Coordinate a direct mail solicitation and follow up process to seek out sponsorships.

Fundraising

- Work with vendors to obtain best pricing and order supplies for fundraisers.
- Track progress of events to determine profitability and growth strategy.
- Assist with silent auction for two to three key events, soliciting gifts, and planning of silent auction.

Other

- Work with internal team and committees on volunteer plan for all events and fundraising activities.
- Manage a portion of organizations social media pages & event promotion online.
- Attend other community events on behalf of organization.
- Develop a procedural manual for all events.
- Coordinator is available to attend all events he/she is responsible for.
- Various development department and administrative duties as assigned.