

Development Coordinator

Looking for a one-of-a-kind opportunity? We are looking for a passionate, energetic and inspiring professional who wants to make an impact in people’s lives while assisting the Chief Advancement Officer and Development Team in various fundraising activities and events. The ideal candidate will be a self-motivated, energetic person who is a strategic thinker and effective leader in making decisions. He/she will be responsible to coordinate and plan several fundraising and community events on an annual basis, possessing a knowledge of event planning, volunteer coordination, community relations, and obtaining financial support for the organization through sponsorships and other gift solicitation, with a goal of both guiding the events and looking for opportunities to grow and expand them.

To learn more about the people we serve, watch Jani’s & Maddy’s stories here:

https://youtu.be/WaIM8RUjmfQ?si=Lc3km_1-SC39quyS
<https://vimeo.com/user124704206/review/938398361/fbf29709e3>

Intrigued about this opportunity? **Apply today!**

Why Work For Us?

- Excellent, competitive pay – Up to \$27/hour. Flexible schedule - 30+ hours per week.
- Great benefits package.
- Enjoy coming to work every day knowing you’ve made a difference in the lives of people with disabilities.
- Be part of a mission, not just a job! Check us out online www.inspirationministries.org www.inspiredcoffee.org

Benefits & Conditions:

- 60-day waiting period for enrollment
- Health plan reimbursement for marketplace coverage
- Dental and Vision Insurance
- Free Basic Life Insurance, Short Term Disability, Accidental Death and Dismemberment Insurance
- 401(k) Retirement Plan
- Referral Bonus

Major Responsibilities:

- Coordinate logistics and details for three to four annual events (Move for a Cause, Golf Outing, Alive to Thrive, and other events), including leadership of event planning committees, attendance and registration management, planning silent auction, and donor communication and stewardship.
- Plan and implement an effective marketing, communication and mailing plan for each event.
- Lead advisory/planning committee for larger events.
- Think strategically to grow each event, increasing attendance and income on an annual basis.
- Manage a handful of key existing sponsorships, renewing each on an annual basis; seek out new sponsorship opportunities in the community, developing strategic relationships and solicit in-kind and cash gifts.
- Track progress of events to determine profitability and growth strategy.

Experience, Qualifications, and Requirements:

Years of Experience	Three (3) years in event planning or related experience (non-profit experience preferred)
Education/Experience	Associate’s or Bachelor’s degree in communications, marketing or related field a plus