

# URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

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Position Title: Development Coordinator Department: Development

Reports To: VP of Development and Finance Salary Range: \$21.50 per hour, 16 hours per week (across four days/week, up to 20 hours/week seasonally)

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## **Position Summary:**

The Development Coordinator provides critical administrative and logistical support to the VP of Development and Finance and Director of Individual Giving, ensuring smooth operations across the fundraising team. This role helps to optimize the time and workflow of the team leaders, while also supporting broader team functions including management of the development calendar, office administration and support for events and activities.

The Development Coordinator plays an essential role in helping the development team secure \$5.6M (and growing) in annual contributions by facilitating efficiency, organization, and cross-team coordination.

## **Essential Job Functions:**

### **Support for VP of Development & Finance**

- Assist with correspondence, document preparation, contact notes, and administrative follow-ups.
- Support preparation for team meetings, board meetings, financial reports/documentation, audit, and key development communications.
- Ensure smooth information flow with team members, addressing logistical needs.
- As requested, support scheduling and coordinating the VP's meetings, tasks, and deadlines.

### **Development Team Coordination & Calendar Management**

- Maintain and manage the development calendar, tracking deliverables related to appeals, grants, events, individual giving, and operations.
- Monitor timelines, proactively flagging deadlines and ensuring tasks stay on track.
- Assist with donor database updates and organizational data maintenance.
- Prepare regular revenue reports, team dashboards, and donor thank-you call lists.

### **Event & Logistics Support**

- Oversee in-house event logistics such as guest lists, ad book updates, nametags, registration, preparing supplies and materials, invoicing, post-event data entry, and follow-ups.

### **Administrative & Office Support**

- Prepare and manage in-house mailings
- Manage office supplies, organization, and facility-related requests in collaboration with the operations team.
- Perform copy editing for grants, reports, and donor communications.

Requires occasional evening/weekend work for fundraising events and activities.

Participate as required in All-Staff events and be a part of and contribute to the organization's performance management process.

Ensure adherence to all employee and communicable disease policies.

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## Essential Job Requirements:

EDUCATION	Bachelor's Degree preferred
EXPERIENCE	5+ years experience in administrative roles, using these skills within a team in a professional setting. Ideally, this work was in a nonprofit setting and supported development and fundraising.
REQUIRED SKILLS	<ul style="list-style-type: none"><li>• Has demonstrated the ability to manage multi-faceted projects, bringing order and structure to increase effectiveness and efficiency for teams.</li><li>• Detail oriented with strong organizational skills, excels in managing and meeting deadlines.</li><li>• Strong editing skills</li><li>• Problem-solving and analytical skills; ability to work effectively in a collaborative environment as well as independently</li><li>• Ability to work well and support relationships with all different areas of the organization, using tact, patience and courtesy</li><li>• Can work well with a manager who works remotely</li><li>• Able to perform under minimum supervision within the scope of normal duties and responsibilities; brining difficult or unique situations to the supervisor</li><li>• Sensitivity and respect for confidential information</li><li>• Excellent computer skills including Microsoft Office, Excel, Google suite and database programs</li></ul>
PREFERRED SKILLS	<ul style="list-style-type: none"><li>• Experience with DonorPerfect or similar CRM</li></ul>
PHYSICAL REQUIREMENTS	<p>Sitting for Extended Periods: Ability to sit for prolonged periods at a desk while performing administrative tasks or using a computer.</p> <p>Lifting and Carrying: Ability to lift or carry light office supplies, boxes, or event materials (typically up to 10 lbs)</p>

## **\*\*Equal Opportunity Statement**

*UrbanPromise is committed to nurturing a workplace where every staff member, youth, family, volunteer, and or donor feel welcomed, valued, and engaged in our mission regardless of background. Our commitment to equal employment opportunities ensures that all employees and applicants receive fair treatment.*

*We do not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local laws. UrbanPromise believes in fostering a diverse and respectful work environment where everyone can thrive. We are dedicated to upholding these principles in all aspects of employment, including recruitment, hiring, training, promotion, and compensation. We ensure that all employment decisions are based on qualifications, merit, and business needs.*

*UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, Director of Human Resources, Brian Mackey [bmackey@urbanpromiseusa.org](mailto:bmackey@urbanpromiseusa.org)*