



### **Part-Time Development Coordinator**

We are seeking a Part-Time Development Coordinator to become an integral part of our team! You will be responsible for the fundraising efforts for a small faith-based non-profit that provides housing for women with children who are experiencing homelessness in Philadelphia.

**Salary:** \$30 - \$40 per hour depending on experience

#### **Responsibilities:**

- Implement and execute annual fundraising plan to meet fundraising goals
- Manage a portfolio of donors.
- Provide leadership to the development team.
- Prepare and present regular reports on progress toward fundraising goals.
- Plan and execute special events.
- Manage grant writing and identification of new grant opportunities.
- Network and maintain regular correspondence with donors.
- Outreach to potential major gift donors
- Meet with major gift donors

#### **Qualifications:**

- Shared vision with the ministry of Life Turning Point of Philadelphia
- Applied understanding of basic fundraising principles and development best practices
- Strong prospect identification and qualification skills
- Excellent writing, editing, and proofreading ability
- Strong interpersonal, verbal communication, and presentation skills
- Database and spreadsheet proficiency
- Working knowledge of Microsoft Office (Excel, Outlook)
- Experience with online fundraising, email marketing, and Internet research

#### **Education and Experience Requirements:**

- Minimum High School diploma
- Minimum five years of fundraising or non-profit experience
- Proven track record of meeting fundraising goals and securing major gifts

Help us create a stable, loving home for homeless women and children and support their journey to wholeness and self-sufficiency.

