

Job Description:

Development Coordinator



Redeem's mission is to protect widows and orphans from violent abuse and exploitation.

For widows and orphans in the developing world, land is life. Unfortunately, the laws protecting their land are rarely enforced. As a consequence, widows and orphans are routinely torn from their land by violent criminals. Redeem partners with local authorities to enforce these laws - restoring victims, prosecuting criminals, and broadcasting the results as a warning to others. At scale these interventions create a powerful deterrent impact that drives down victimization rights and provides much-needed protection to all of the widows and orphans in the community.

Redeem's primary strategy for assembling the resources needed to protect the world's most vulnerable widows and orphans is to cultivate relationships with a growing body of committed high impact supporters. As Redeem's Development Coordinator, you will be responsible for executing Redeem's fundraising strategy of being a trusted partner for foundations, philanthropists, and major donors who want to thoughtfully, effectively, and efficiently do good in the world. Specific responsibilities include:

Donor Management

- Ensuring that donors are thanked (cards, emails, gifts) in a timely manner
- Planning and executing annual Christmas gifts and cards
- Printing and mailing Annual Reports to all foundation and philanthropist partners
- Updating donor's personal and credit card information as needed in Redeem's CRM
- Creating and updating Redeem's stationery (thank you cards, gift supplies)

Development Operations

- Coordinating Redeem's efforts to engage with current and prospective foundations and philanthropists by maintaining Redeem's grant and task management software platforms;
- Managing Redeem's CRM system and all data related to Redeem's networking and fundraising efforts;
- Partnering with Redeem's CAO in developing its fundraising strategy, targets, and projections;
- Ensuring proper documentation of interactions with all high-impact supporters in Redeem's CRM system;
- Providing input and edits for all Redeem fundraising collateral;

Grant Fundraising

- Tracking and managing timelines and proposals for all current and prospective foundation partners;
- Entering grant applications and reports into shared documents for collaborative grant writing;
- Gathering information for quarterly and annual reports for all foundation partners, as per their instructions;
- Working across Redeem to collect budgets, reports, and other collateral materials for reports and proposals;
- Building and maintaining relationships with foundations by responding promptly to information requests;
- Ensuring that all surveys and additional requests from foundations are acknowledged and timely fulfilled;

Miscellaneous

- Participating in Redeem's professional development and spiritual formation activities;
- Supporting other teams within Redeem in the achievement of their objectives; and
- Completing other duties as assigned.

The Development Coordinator will report to Redeem's Chief Advancement Officer. This part-time role requires minimal travel to domestic team retreats.

Recruiting Profile:

Development Coordinator



Redeem strives to build a culture of Christian excellence that reflects the following four core values:

We love each other well;
We don't make easy things hard;
We measure by results; and
We are joyful in our work.

Redeem is looking for a highly skilled and responsible individual who will reflect these values while enabling Redeem to gather the resources needed to protect the world's most vulnerable widows and orphans from violent abuse and exploitation. Specific attributes include:

Experience

Required: Three or more years of experience in fundraising, sales, customer service, or similar roles;
Required: Experience with standard word processing, calendaring, and database programs
Preferred: Three or more years of experience managing a major gift portfolio;
Preferred: Experience working with prospect research tools, donor databases, and/or CRM systems;
Preferred: Experience working in start-up, international, and/or faith-based organizations;

Skills

Required: Highly organized with keen attention to detail
Required: Confidence-enhancing written and oral communication skills;
Required: Efficient and effective time, schedule, and calendar management;
Preferred: Decisive donor prospect pipeline management.

Attributes

Required: Mature Christian faith;
Required: High degree of personal and professional integrity and trustworthiness;
Required: Strong teamwork, interpersonal skills and ability to work on a multidisciplinary team;
Required: Excellent independent professional judgment and ethical decision-making;
Required: Innovative and creative problem solving in the face of complex nuanced issues;
Required: Persistence and tenacity in the face of difficult problems or challenges;
Required: Commitment to meet deadlines and achieve results in a fast-paced environment; and
Required: Love-motivated service orientation toward colleagues, partners and even adversaries.

Interested applicants should send a cover letter and resume to admin@redeeminternational.org.

This role is part-time 20-30 hours per week.