

Role Description

Title:	Development Coordinator
Reports to:	Director of Development
Department:	Development
Branch:	Mission Services
Type of Work:	Permanent, Full-time
Work Location:	Langley, BC

Position Purpose:

As a Development Coordinator, you will play a pivotal role in advancing our fundraising efforts and donor relations. You will collaborate closely with our development team, donors, and volunteers to support fundraising campaigns, events, and stewardship activities. Your work will directly contribute to the financial sustainability and growth of Young Life of Canada.

Accountabilities:

As the Development Coordinator at Young Life of Canada, your primary focus will be on advancing development programs. This entails assembling and leading teams of staff and volunteers, facilitating well-prepared meetings, ensuring accountability for task completion, and providing support in the absence of team members. Additionally, you will collaborate with leadership to strategize and implement initiatives aimed at program advancement. Your leadership skills and commitment to the mission will be instrumental in driving the success of our development efforts.

Key Responsibilities:

Event Management:

- Organize fundraising events, donor appreciation gatherings, and volunteer recognition events.
- Manage logistics, invitations, and follow-up activities.
- Work closely with volunteers and event committees.

Donor Relations:

- Cultivate and maintain strong relationships with existing donors, ensuring timely communication, acknowledgment, and appreciation.
- Assist in identifying potential major donors and prospects.

Fundraising Campaigns:

- Coordinate fundraising campaigns, including direct mail, online giving, and special appeals.
- Collaborate with the marketing team to create compelling fundraising materials.
- Monitor campaign progress and report on results.

Grant Writing Support:

- Assist the grant writer in gathering information, data, and narratives for grant proposals.
- Maintain records of grant applications and reporting deadlines.

Database Management:

- Maintain accurate donor records in the fundraising database.
- Generate donor reports, track giving history, and segment donor lists.

Stewardship and Communication:

- Prepare personalized thank-you letters, impact reports, and updates for donors.
- Ensure timely acknowledgment of gifts and pledges.
- Collaborate with the communications team to share success stories and impact.

Prospect Research:

- Conduct research on potential donors, foundations, and corporate partners.
- Identify new funding opportunities and partnerships.

Guiding Principles and General Responsibilities

Spiritual Leadership

- Model Christ in word, deed and actions.
- Model and promote Young Life's mission and values. Represent Young Life positively and professionally within the community.
- Provide spiritual leadership to direct reports and volunteers, if applicable.
- Pray for kids, Young Life volunteers, and fellow Young Life staff.
- Pursue personal spiritual growth and involvement in a local church.

General Responsibilities

- Event management, team leadership, program development, database management.

Team Duties and Responsibilities

- Collaborate effectively with other team members to achieve development department goals.
- Participate in company-sponsored social events.

Personal and Professional Development

- Invest in your own growth by staying informed about fundraising best practices and trends.

Qualifications:

Spiritual

- Personal knowledge and experience of the saving work of Jesus Christ.
- Agreement with Young Life's Statement of Faith.

Education and Experience

- Bachelor's degree in a relevant field is preferred (e.g., communications, nonprofit management, or related discipline).
- 2+ Years of Experience in fundraising, donor relations, or nonprofit development.
- Comfortable organizing, leading, and ensuring efficiency of program teams.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication abilities.
- Detail-oriented and organized.
- Passion for youth development and faith-based initiatives.

Training and Certification

- Legally entitled to work in Canada.
- Valid Class 5 driver's license and clean Driver's Abstract or equivalent.
- Clean criminal record check, including vulnerable sector search, required as a condition of employment.

Work Conditions

Work Location:

- Work is performed in a variety of settings, including office, home, camp, and restaurants. It requires frequent travel by car or bus. Some travel by car, bus or airplane to other cities within Canada may be required.

Physical Requirements:

- The work is generally sedentary in nature but may require standing or walking up to 10% of the time.

Work Environment:

- Work environment is generally favourable. The work may be outdoors <5% of the time.

Hours of Work:

- This position may infrequently require working evenings, weekends, and overtime to accommodate for fundraising events and grantor deadlines.

Hazards:

- Hazards are considered minor and controllable. Employee may hear information about teenagers' lives which may be troubling or upsetting, and may cause emotional issues including vicarious trauma.

Other:

- Due to the nature of the job, and our commitment to a safe environment for teenagers and volunteers, the individual is subject to a criminal record check, including a vulnerable sector search, and must submit a current driver's abstract or provincial equivalent.

The above statements are intended to describe the general nature and level of work performed by people in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills

required of people in this position. Duties and responsibilities that do not constitute a major change may be added, deleted or changed at any time at the discretion of the supervisor either orally or in writing.

Staff Person Name

Signature

Date