



Development Coordinator

Christ In Youth
2201 N. Main St.
Joplin, MO 64801
417.781.2273

Purpose: To contribute to the CIY development team by executing development strategies, managing data, and communication tactics.

Missional Alignment: This teammate will help further the mission of CIY by working with a team to invite Kingdom partners to invest in the ministry and resource efforts that call young people to Kingdom work.

Reports to: Development Manager

Roles

1. Assist in the creation and execution of goals and strategies for fundraising campaigns.
2. Grow toward becoming an expert of the donor database, Raiser's Edge NXT, ensuring information is updated, timelines are met, reports are run regularly, and action steps are executed with quality.
3. Execute communication tactics throughout the year, including special events invites, email and mail solicitation, creative pieces, social media, and handwritten notes.
4. Oversee the appreciation efforts of the development team, crafting tactics that surprise and delight donors.
5. Manage the @ChristInYouth Facebook page and Instagram account. Craft engagement that is on-mission and on-brand. Logistical lead for P2P fundraising campaigns.
6. Manage individual monthly supporter lists and curate creative ways to keep them engaged with the mission of CIY.
7. Assist in the process and execution of Grants.
8. Serve as an ambassador for CIY through various capacities.
9. Work directly with youth groups who are hosting fundraising events on behalf of CIY, equipping them and fostering their success.

Qualifications

1. Must be committed to the mission of Christ In Youth.
2. Must be a hard worker who works best while collaborating under pressure.
3. Must be an innovator and creator. Willing to work with an emerging team to build a new system.
4. Should be able to roll with changes, approach every day with a "Yes, And" mentality.
5. Must be relationship-minded, have the ability to listen and invest in people.
6. Proficient with Office suite.
7. Willing to learn and manage CIY's development database, Raiser's Edge NXT.
8. Must live in submission to CIY's Culture Statement (see Cultural Expectations).

Time

1. 29 hours/week, Joplin-based preferred but not required.
2. Must be able to attend weekly team meetings, remote if necessary.
3. Flexible office hours, to be determined upon employment.
4. Development-focused travel expected, to be determined upon employment.

Cultural Expectations

In order to honor Christ in our work and ministry culture, we commit ourselves to live by the values listed below. We unite in all of these things to amplify the call of Christ in a student's life to be a Kingdom worker. We will work together daily to cultivate a healthy environment, founded upon biblical standards from which creativity and excellence flow. By signing below, we agree to be held accountable to live by these standards.

1. I will set an example of TRUTH by being honest in word and deed.
2. I will carry a spirit of LOVE towards all staff, our families, the local church, and the people with whom I interact.
3. I will have the heart of a SERVANT to the CIY family, to my local church, and to the world around me.
4. I will promote UNITY and make every effort to live in peace with all people.
5. I will be a good STEWARD of people, time, finances, and resources.
6. I will reflect EXCELLENCE in my work ethic and seek to continually improve the efficiency and effectiveness of events, trips, and resources.
7. I will continually PRAY for my team, leaders, and endeavors.
8. I will contribute to an environment that is FUN and creative.
9. I will speak the truth in love and will maintain a POSITIVE ATTITUDE while dealing with difficult circumstances or people.

I recognize that by adhering to the above values, the decisions we make will positively impact **Christ's Kingdom, Student Ministry, our Programs, our Customers** and the organization of **Christ In Youth**.