



Job Description

Department: Development

Position: Temporary Part-Time Development Coordinator

Reports to: Director of Development

Summary: The Development Coordinator is responsible for the daily processing of gifts and works closely with receptionists for the timely distribution of thank you letters. The Development Coordinator also works closely with the Volunteer and Community Outreach Coordinator to thank and process all gift-in-kind donations. The position is integral in ensuring accurate donor data and enhancing the donor relationship. Must have a strong and growing relationship with Jesus Christ.

Responsibilities

1. Gift Processing
 - a. Scan checks, record daily cash receipts into donor management software, and prepare bank deposit. Ensure deposits are taken to the bank.
 - b. Gift processing. Sort gifts, create batches, input gift data into DonorPerfect, enter new or updated donor information into DonorPerfect, and reconcile batch totals.
 - c. Ensure general operating gifts and capital campaign gifts are processed and deposited correctly.
 - d. Add donations received from Fidelity, Donorbox, Venmo and other sources as received.
 - e. Contact donor for additional or clarifying information when needed.
 - f. Ensure correct and personalized thank you letters go to donors within 48 hours.
 - g. Enter the monthly mailing codes into Donor Perfect.
2. Donor Records
 - a. Ensure integrity of donor records by having a high level of attention to detail in every entry. Ensure addresses, names and other information is updated in a timely manner.

3. Reporting
 - a. Become the expert on running reports from DonorPerfect and process them as needed.
 - b. Communicate restricted grant project transactions to LRM director staff and log approvals.
 - c. Able to develop systems and processes for the Gifts-in-Kind Department, as well as document and communicate those systems and processes. Manage processing in-kind donation receipts and distributing thank you letters. Assist with accepting in-kind donations as needed.
 - d. Work with accounting support to reconcile any discrepancies at the end of each month.

Qualifications:

Personal: Attention to detail, well-organized, high integrity, a strong team player and resourceful. Have a strong and growing relationship with Jesus Christ.

Education and Experience: BS or BA degree in business administration, marketing, or related area preferred. A minimum of three years of related office experience required.

Skills and Abilities: Donor Perfect or other CRM, customer service and initiative.

This role is temporary September 2026-December 31, 2026 with potential to become permanent.