

## DISCIPLES CHURCH EXTENSION FUND JOB DESCRIPTION

**Position:** Development Coordinator  
**Classification:** Full-time, Exempt  
**Reports To:** Director of Development  
**Location:** Remote (within the United States)

### Organizational Overview:

At Disciples Church Extension Fund, a faith-based nonprofit organization, we empower congregations to build vibrant, impactful ministries by providing ministry and financial resources and expertise. As a general ministry of the Christian Church (Disciples of Christ) in the United States and Canada, we are committed to serving with integrity, excellence, and a deep sense of partnership. We believe in creating Holy Places where communities connect with God and each other.

Join us and make a tangible difference in the lives of congregations everywhere.

### Position Summary:

As the Development Coordinator, you will be a linchpin in helping Disciples Church Extension Fund achieve its fundraising goals. Reporting to the Director of Development, you will be the back-end champion of donor relationships, providing critical operational support to the Development Team by actively supplementing relationship-building initiatives, ensuring accurate data management, and assisting with donor activities in the field. This role offers a unique opportunity to combine your development expertise and administrative acumen with a passion for ministry.

### Key Responsibilities:

- **Database Stewardship:** Serve as the database specialist, overseeing the donor CRM, ensuring accurate donor records, creating and managing queries and workflows, enhancing system usability for all gift officers, processing gift batch entries, gift reconciliation, and conducting data audits regularly to maintain accuracy and integrity within the donor database.
- **Reporting & Analysis:** Establish and maintain a robust reporting system that clearly documents and analyzes fundraising efforts to evaluate performance, identify trends, and inform future fundraising strategies.
- **Gift Fulfillment Tracking:** Manage pledge fulfillment, ensuring they are received and accurately recorded.
- **Communications Support:** Coordinate and manage targeted donor communication, such as major gift solicitation proposals, thank you notes, and other communications. Respond to donor-related inquiries from internal and external clients in a customer service capacity.
- **Project Management & Logistics Coordination:** Assist with program and event coordination, planning, and execution of activities with donors, congregations, and other partners, ensuring a smooth execution.
- **Other Responsibilities:** Perform other duties as assigned to support the organization's mission and objectives.

## **Qualifications & Experience:**

- High School Diploma or equivalent required. Bachelor's degree or fundraising certification is a plus. Equivalent work experience may be considered in lieu of education.
- 2+ years of experience in donor/client relations. Experience in nonprofit fundraising is a plus.
- Proficiency in Microsoft Office 365, especially Excel.
- Experience with CRMs or donor management software, such as Raiser's Edge.
- Excellent verbal and written communication, interpersonal, and problem-solving skills.
- Strong organizational and time management skills with the ability to self-start.
- Ability to work independently and as part of a team in a dynamic environment.
- Acute attention to detail with a meticulous focus on accuracy.
- High level of integrity and ethical standards.
- Understanding and commitment to the mission, vision, and core values of Disciples Church Extension Fund.

## **Supervisory Responsibilities:**

- None

## **Travel Requirements:**

- Minimal Travel (up to 10%)

## **Work Environment & Physical Requirements:**

- Remote (must live within one hour of a major airport)
- Occasional lifting (up to 40 lbs.)
- Long periods of sitting at a desk on a computer

## **Benefits:**

We offer a comprehensive benefits package that includes health, dental, and vision insurance for employees and their dependents, employer-paid life insurance, generous paid time off that includes vacation, sick, and personal time, fully funded pension plan, robust employee assistance program for employees and their dependents, paid parking, and ample opportunities for professional development and growth.

## **EEOC Statement:**

*Disciples Church Extension Fund (DCEF) is an Equal Opportunity Employer committed to providing a workplace free from discrimination or harassment. We expect every member of our community to do their part to cultivate and maintain an environment where everyone feels included and is afforded the respect and dignity they deserve. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, and local laws.*

Click to apply: <https://dcef.bamboohr.com/careers/17>

Questions? Email [hr@disciplescef.org](mailto:hr@disciplescef.org) with the subject line: Development Coordinator.