



Announcement for Job Position Opening Disciples Church Extension Fund DEVELOPMENT COORDINATOR

Mission Statement:

Disciples Church Extension Fund (DCEF) inspires and empowers congregations to create Holy Places where people connect with God, each other, and the community.

Disciples Church Extension Fund is one of the General Units for the Christian Church (Disciples of Christ).

Description: The Development Coordinator will report directly to the Director of Development and actively supports relationship building initiatives in concert with the development team's strategies. This position provides administrative support to the DCEF development team to execute elements of the annual fundraising and communications plans to process gifts, manage donor database system, assist with donor cultivation and stewardship, and provide support for organizational events. This position also serves as the Campaign Coordinator to help keep the campaign on schedule.

Essential duties and responsibilities include the following. Other duties may be assigned.

- Manage donor pipeline and task assignments, track prospects, and maintain timelines.
- Schedule and make arrangements for committee meetings and meetings with prospective donors, including email and phone calls to all involved.
- Support fund raisers in their donor meetings, including the preparation of materials and the post meeting processes.
- Write campaign correspondence including solicitation proposals, meeting requests, email updates and meeting follow up.
- Conduct proactive and reactive prospect research to identify prospective donors and to gather information about both new prospects and current donors.
- Develop and maintain accurate reports and dashboards to mark fundraising progress.
- Ensure gifts are credited appropriately in the donor database, noting any on-going pledge payments and reminders. Process daily gift batches in a timely and accurate manner to adhere to DCEF's receipt/ acknowledgment policy.
- Serve as a point of contact for Development & Finance reconciliation.
- Build complex database queries as needed to prepare reports for appeals, donor recognition, and all other development office functions. Handle imports and exports of data and perform mail and e-mail merges.
- Assist with donor stewardship and follow up with pledge commitments and past due pledges.
- Develop and perform audits to ensure accuracy and data integrity.
- Respond promptly to and resolve revenue-related customer service inquiries from external and internal customers.
- Provide general Development team office support.

Position Qualifications:

- Bachelor's or Associate's degree or equivalent experience in nonprofit development/fundraising
- Command of constituent/donor database management skills
- Strong knowledge of MS Office, especially Excel and PowerPoint
- Excellent attention to detail and solid project management skills
- Possesses discernment of the need for tact and the ability to maintain confidential information.
- Able to prioritize tasks in a fast-paced environment
- Team player, self-starter, interested in personal and professional growth
- Able to work occasional weeknight evenings

Travel

- Occasional travel may be required (approximately 10%)

Physical/Environmental Demands

- Hybrid office environment

Vaccination Policy

- DCEF has a mandatory vaccination policy. Applicants who receive a conditional offer for employment will be required to provide documentation or proof of vaccination status prior to first day of employment.

Competitive salary and full benefits offered.

Interested and qualified candidates should submit a cover letter, resume and salary requirements to:

Rhonda Hopewell
Vice President
Disciples Church Extension Fund
Post Office Box 7030
Indianapolis, Indiana 46207
rhopewell@disciplescef.org

Disciples Church Extension Fund does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law.