



## JOB DESCRIPTION

**Job Title:** Development Coordinator  
**Classification:** Full-Time, Exempt  
**Location:** In-office position located in Appleton, Wisconsin  
**Reports to:** Chief Executive Officer

### Overview:

The Development Coordinator will coordinate the logistics of fundraising initiatives for The Family. This includes, but is not limited to, fundraising letters, Day Sponsorships, assisting with on-air fundraisers, key supporter work and more. The efforts of the Development Coordinator will ensure follow-through on effective donor strategies to maximize donor engagement and giving to The Family.

### Faith-Based Expectations:

- Uphold and abide by The Family Radio Network, Inc.'s Vision, Mission, Core Values, and Doctrinal Statements & Beliefs.
- Have an active and growing personal relationship with Jesus Christ.
- Will demonstrate a Christ-like attitude by praying, sharing, and pointing people to Jesus Christ.
- Is expected to be actively involved in a local church.

### Primary Responsibilities:

- Under the direction of the CEO, oversee and maintain all fundraising channels including, but not limited to, fundraising appeal and thank you letters, activities, events, Day Sponsor activities and capital project campaigns, in support of overall ministry goals.
- Foster deeper relationships with donors at all levels by determining donor communication strategies and timelines that show appreciation and communicate ministry initiatives in a way that engages interest and holds to ethical fundraising practices.
- Collaborate with ministry departments to maintain the vision, voice, and brand direction for the ministry's fundraising initiatives.
- Work with CEO and approved consultants and vendors to determine donor strategy and messaging to maximize donor engagement to reach ministry fundraising goals.
- Write and/or work with consultants to craft meaningful fundraising appeal and thank you letters with messaging that aligns with Biblical values and ministry guidelines.
- Collaborate with staff and consultants for all on-air fundraising initiatives ensuring that all items are completed to ensure successful fundraising events.
- Be able to "throw the party" by handling both pre-event and day-of-event logistics for The Family fundraising events, key supporter events and other fundraising initiatives.
- Work with CEO to set-up meetings to deepen relationships with key supporters of the ministry.
- Research and determine activities to re-engage lapsed donors.
- Collaborate with Accounting Department to assist with resolving donor electronic declines.
- Research and/or work with approved consultants to determine charitable foundation financial grants to provide new funding sources for The Family.
- Collaborate with and provide Business Office with information to keep accurate donor records (e.g. address changes, payment information, contact preferences) in ministry databases.
- Promptly respond to key supporter requests for information via phone, mail, or email including

completing follow-up phone calls for donor data, pledge payment information, updated credit card information, etc. and route to appropriate staff as needed.

- Collaborate with departmental leaders to work with volunteers at ministry fundraising events.
- Assists with execution of on-air fundraisers twice a year or as needed.
- Appearances at station events as needed including friendly interaction with listeners.
- Provide on-site assistance for station concerts and other special events as needed.
- Occasional donor data entry, as needed.
- Other duties as assigned.

### **Requirements:**

- Has a personal relationship with Jesus Christ, is spiritually grounded, and knowledgeable of the Bible.
- Exhibits a desire and ability to learn and train on new systems, methods, and procedures to keep the ministry up-to-date as the fundraising landscape constantly evolves.
- Maintain confidentiality in all aspects of listener, donor, client, staff, and ministry information.
- Problem solving mentality who offers solutions that fit within ministry guidelines.
- Emotionally intelligent and can interact with others well to maintain and grow donor, listener and co-worker relationships.
- Passionate about the station, the vision and mission of The Family.
- Shows genuine and sincere appreciation at all times to donors at all levels of the ministry.
- Strong attention to detail to maintain correct and accurate information and able to troubleshoot errors and issues.
- This position is expected to be an in-office position in order to cultivate good communication, team dynamics and culture.
- Works well with others, trustworthy, honest, dependable and is passionate about the outreach of The Family.
- Exhibits a good attitude with a committed team player mindset who listens well and is not afraid to ask for help when needed.
- Strong written and verbal communication skills and interpersonal people skills.
- A self-motivated person with the ability to work with little supervision.
- Proficient computer knowledge using Microsoft Office suite.

### **Experience and Education:**

- Minimum 2+ years' experience with non-profit organizational fundraising.
- Non-commercial radio fundraising experience is a plus.

### **Supervisory Duties:**

- None currently

### **Other Duties:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

<b>Physical Demands/Working Conditions:</b>	<b>Continuously (67% - 100%)</b>	<b>Frequently (34% - 66%)</b>	<b>Occasionally (1% - 33%)</b>
Working in usual office environment	X		
Focusing on computer screen for extended periods of time		X	
Keyboard and mouse use for extended periods of time		X	
Communicating clearly (speak) in English	X		
Reading and following written directions		X	
Hearing	X		
Listening	X		
Vision (close, distance & ability to adjust focus)	X		
Using hands/fingers to handle, feel or write with clarity		X	
Sitting or standing for extended periods of time		X	
Driving for work			X
Driving at night and/or in poor weather conditions			X
Lifting and/or carry – up to 25 lbs.			X
Pulling and/or pushing			X
Walking		X	
Walking on uneven ground			X
Reaching with hands and arms			X
Stooping, Kneeling, Crouching or Crawling			X
Climbing stairs		X	
Climbing ladders			X
Exposure to outdoor conditions			X
Working overtime hours as required			X
Working in confined places			X
Being exposed to excessive noise			X
Travel within Wisconsin (away from primary work location)			X

The Family Radio Network, Inc., WEMI-FM, WEMY-FM, WGNV-FM, WSTM-FM, WGNW-FM, and WEMK has established religious faith as a qualification for employment, as permitted by the FCC's instructions.