



U.S. Development Coordinator

Job Description

Position Description Summary:

Won By One To Jamaica is a Christian faith-based 501c3 non-profit organization with the purpose of empowering lives of residents of Harmons, Jamaica, and short-term trip team members. On average, 800 U.S. residents serve on week-long mission trips annually, building relationships with the citizens of Harmons through home construction, humanitarian aid, medical aid, and other ministry opportunities. While working together on projects, Harmons' residents and U.S. team members experience the grace centered gospel of Jesus Christ.

The Development Coordinator serves as the primary development staff member supporting the development activities of the Executive Directors and organization.

Position Qualifications and Requirements:

- This is a salaried position.
- This is a 40-hour flexible work week position where nights and weekends may be required.
- This position is a work from home position.
- One visit to Harmons, Jamaica each year may be required, and special event travel may be necessary.

Authority and Accountability:

The Development Coordinator is selected by the Executive Director and is delegated sufficient authority to accomplish the duties, responsibilities, goals, and objectives that have been established for the functional position of Development Coordinator.

The individual occupying the functional position of Development Coordinator shall be accountable to the Executive Director.

Essential Duties and Responsibilities:

- Coordination and implementation of all development campaigns (annual fundraisers, school sponsorship, capital campaigns and special projects) to ensure timely execution of overall development plan.
- Work with the Financial Director to report campaign progress and goal achievement.
- Develop and track annual fundraising budget with Executive Director(s) and Financial Director.
- Serve as primary liaison with Marketing Coordinator for fundraising messaging and efforts.
- Oversee fundraising special event coordination with special event committees and Executive Director(s), including but not limited to golf tournaments.
- Implement plan to establish legacy society and campaign to increase estate gifts.
- Work with staff to implement donor relationship software.
- Coordinate and schedule Executive Director(s)'s development appointments.

- Grant research and writing.
- Gather information through donor satisfaction surveys to gauge engagement and satisfaction.
- Coordination of gift acknowledgement efforts.