



Church & Community Engagement Coordinator

Job Description

Reports To

Development Director

Basic Function

Working under the FCWS Development Director, who will help plan, implement and coordinate fundraising efforts and community activities that will increase philanthropic support of a specified geographical area and businesses to meet the short-term and long-term needs of the organization.

Principal Responsibilities

Essential Duties and Responsibilities:

Relationship Building:

- Initiate and cultivate relationships with church partners in the Northeast Florida area in addition to businesses and other collaborative partners.
- Conducts throughout prospect research and identification activities for the organization; devises and implements specific strategies to develop relationships with individual donors, churches, para-church organizations, and corporations.
- Inputs relationship-building efforts into e-tapestry and reports efforts and results bi-weekly to Development Director.
- Works with Donor Relations Manager to further cultivate new church partnerships and re-engage lapsed partnerships.
- Work with churches to find creative ways to partner in deeper and more meaningful ways.

Public Relations:

- Develops and maintains strong working relationships with key contacts within the community, this includes businesses, civic groups, churches, and philanthropic prospects; identifies potential fundraising opportunities within these groups and recommends a course of action for entering these markets.
- Represents the organization in civic organizations and other public forums to enhance development efforts and potential expansion efforts of the organization.

Event Planning (small-scale):

- Research and implement new small-scale event opportunities to raise awareness and to raise funds. (i.e. lunch and learns, baby bottle campaign at new locations, etc.)
 - Plan and Facilitate small-scale events (i.e. open houses, home-based lunch-and-learns, appreciation breakfasts) to create new relationships, cultivate existing relationships, and show appreciation to mid-level and major donors in geographical area focus.
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Qualifications:

- A minimum of three to five years of ministry experience at a Christian/nonprofit agency or church is preferred.
 - Bachelor's degree or equivalent experience in Development.
 - Be a committed Christian who demonstrates and personal relationship with Jesus Christ as Savior and Lord. Exhibit a strong commitment and dedication to the Pro-Life position. Agree with and willing to uphold the Statment of Faith, Core Values, and policies of FCWS.
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Skills & Abilities

- Ability to prioritize and manage several milestones and projects efficiently with minimal supervision.
- Ability to network and foster positive relationships in the geographical area specified, both individually and through collaborative partnerships.
- Professional written and communication skills for communication with churches and donors.
- Ability to work well with a team to promote ministry initiatives.
- Experience fostering positive relationships with current and potential ministry partners.
- Excellent interpersonal skills.
- Ability to manage multiple projects simultaneously, meet deadlines, and coordinate projects with internal and external constituents.
- Ability to make effective and persuasive presentations.
- Excellent follow-through skills, results-oriented, works well in a cross-functional environment.
- Proficiency in Microsoft Office Suite (Excel, Word & Publisher), Canva, and E-tapestry.
- Experience with grant writing.