



JOB DESCRIPTION

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| CLASSIFICATION: | Non-Exempt/Hourly |
| POSITION: | Development Coordinator |
| EMPLOYMENT STATUS: | Full Time |
| Works With: | Growth Strategies Team |

POSITION OVERVIEW:

The **Development Coordinator** will have the primary responsibility for supporting Growth Strategies team in organizing awareness and fundraising events, as well as implementing various relationship building strategies as directed by the Director of Growth Strategies.

It is expected that the amount raised by Shared Hope International will increase in future years as the Growth Strategies team systematically and effectively strengthens the organization's overall fundraising capacity. SHI operates on a team structure and the **Development Coordinator** will be a supporting role on several of these teams.

RESPONSIBILITIES:

- Support all functions of the Growth Strategies team
- Actively work with the Key Relationships to research and reach out to foundations, businesses, and donors to assist in acquiring donations, and activist involvement.
- Write compelling conversational and storytelling pieces to attract donor interest.
- Work with Growth Strategies team to help plan special projects and the annual spring and winter donor events.
- Work with Growth Strategies team for development, execution and archiving of grant proposals
- Generate Salesforce reports and data entry.
- Guide and work with Vision and Call interns.
- Assist with volunteer management
- Assist with general office functions: Phones, greeting visitors, etc.
- Other duties as needed and directed by the Growth Strategies Team.

QUALIFICATIONS:

- A minimum of 1-2 years nonprofit and professional business.
- Bachelor's degree or equivalent experience required, or a combination of the two-, or 1-2-years progressive experience.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of individuals. Ability to write compelling communications.
- Strong computer skills including Microsoft Word, Excel, PowerPoint, Publisher, and Outlook. Preference

given to those with experience with donor contact management systems, such as Salesforce, Pardot and WordPress.

- Strong organizational skills, detail orientation and ability to multi-task.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical Fundraising initiatives.
- Self-motivated and capable of working independently and meeting deadlines. Willingness and ability to put in long hours, evenings, and weekends as needed to accomplish organizational mission.
- A passionate concern for women and children in crisis and for the eradication of sexual slavery.

Our organization's culture is important to us. Successful candidates will identify easily with a set of character attributes, as listed below:

- **A Communicator:** You possess strong communication skills and have been told you have good customer service skills; you like people and want to help.
- **A Critical Thinker:** You have a mind that regularly looks for ways to find efficiencies, innovate, and make improvements where you can.
- **Process-Orientated:** You're able to understand, work in, create, and improve processes.
- **A Collaborator:** You are a team player and relationship builder whose "can-do" attitude inspires others while working together to solve problems to meet organizational needs.
- **Someone Who Seeks to Learn:** You are eager to listen, study, and learn new things quickly; you are resourceful and are open to regularly accepting and growing from feedback.
- **Entrepreneurial:** You have proven success working in a fast-paced and changing environment; you are excited to play in a space where you're adding value to the organization and its mission.

About Shared Hope:

Shared Hope International is dedicated to bringing an end to sex trafficking through our three-pronged approach – prevent, restore, and bring justice. More information can be found at www.sharedhope.org.

TO APPLY:

Qualified candidates should email to jobs@sharedhope.org:

Cover letter, Resume, a list of three (3) professional references with contact information (name, phone, and email address), and a Statement of Faith

Interviews of all qualified applicants will be in-person at SHI's Vancouver, WA office. Shared Hope cannot pay or reimburse travel costs for interviewees. The desired start date will be determined based upon applicant's availability.

SALARY AND BENEFITS:

\$19.25 to \$21.50/hr. based upon education and experience with annual performance-based increases. SHI's full-time employee benefits include 401K employer match up to 3% of your wages, health insurance benefits with \$100/month employee contribution, eight paid holidays and a generous PTO policy.