



Development Coordinator

Status: Hourly, 15-20 hours per week – part-time, non-exempt

Reports to: Executive Director

Mission Triangle

Mission Triangle is a nonprofit located in the Triangle with a nearly 30-year history dedicated to expanding the impact of Christian-led nonprofits. We believe healthy, Christian-led nonprofits transform communities and we are fortunate to have a front seat to equipping and partnering with hundreds of organizations on their journey to health and sustainability.

We have the privilege of helping nonprofits turn their passion into nonprofit best practice by teaching biblical truths with sound business principles. If you desire to belong to a team that is focused on impacting the lives of others every day, this organization could be a great fit for you.

Our clients are faith-motivated nonprofits with a general operating budget of \$50k – \$4 million. Many are grass-roots organizations that developed to meet a particular need they saw and courageously stepped forward to fill. If you have experience working with nonprofits – or desire to experience the joys of working with organizations doing incredible Kingdom work – we extend a welcoming offer to apply for this unique role.

Position Overview

The Development Coordinator coordinates and manages the fundraising efforts of Mission Triangle. They support the Board and Executive Director in scheduling meetings, building relationships, and cultivating Mission Triangle champions. This individual also handles the logistics (invitations, RSVP's, registration, day of events, receipting and thank you notes.)

You are attentive to detail, have high emotional intelligence, are intuitive, like going above and beyond and making something good – great! You can balance vision, maximizing with reality of action.

You will love it here if you:

- Are **GOSPEL-FOCUSED**
- Are committed to **EXCELLENCE**
- Enjoy serving the **COMMUNITY**
- Have a heart for **GENEROSITY**

You'll be successful in this role at Mission Triangle if you:

- *Enjoy working in a collaborative team environment.*
- *Thrive in a fast-paced, dynamic work environment.*
- *Are skilled or enjoy helped see teams to success.*
- *Desire to have a front row seat in making a difference in the lives of individuals and organizations.*

As a member of this team, you will have a leader who is committed to:

- *Taking time to truly understand your role, unique gifts, and how you can contribute to the mission*
- *A culture of continual growth (stepping into excellence rather than leaping into excellence)*
- *Availability and accessibility to you through weekly one-on-one meetings with a shared agenda*
- *Acting with Kingdom impact in mind*

Duties and Responsibilities

- **Work with Executive Director to support & schedule champion engagement activities**
 - Ensure investor presentations & materials are up-to-date in Dropbox
 - Maintain database of templates & messaging copy for grant applications
 - Coordinate calendar of grant submission deadlines & follow up dates
 - Maintain champion records in Salesforce
- **Grant Coordination**
 - Researching new grants, writing, applying & managing all steps/processes
 - Managing communication/coordination of matching grants
- **Tracking Champion Cultivation**
 - Manages reports of champion actives, dashboard, engagement and growth
- **Engaged in Champion Cultivation**
 - Inviting volunteers to engage in Kingdom impact
 - Managing Thank-You notes (notes, calls, emails, etc)
 - Looks for details “surprise and delight” champions
- **Champion Events**
 - Fundraising Banquets
 - Shark Tank
 - End of Year Investment Packets

Qualifications

The Development Coordinator must be a follower of Jesus Christ. He/she must also be committed to growing as a nonprofit leader, learner, teacher, and coach. In addition, the following qualifications are desired in this role:

- Agreement with the MT statement of faith, values, and core beliefs
- Outstanding communications skills: Woo, warm and lover of people – pleasantly persistent... not afraid to “ask”
- Attention to detail
- Proficient with Excel, PPT, Salesforce
- Ability to execute on key operational tasks
- 4-year degree preferred

Compensation

15-20 hours per week paid hourly, exempt; benefits include paid time off and paid holidays

Working conditions

The Development Coordinator is expected to work an average of 15-20 hours per week. The job is predominantly office-based and by necessity most hours are during core office hours Monday-Friday 9am-5pm. Employee will need to be able to periodically lift 25-pound objects.

Apply

If you are interested in applying for this role, please send your cover letter and resume to admin@missiontriangle.org. Thank you for your interest!