



## JOB DESCRIPTION

**Job Title:** Development Specialist

**Reports To:** SVP of Advancement and Communication

**Region:** Advancement and Communication **Full-time or Part-time:** FT

**Supervisory (# of staff supervised):** none

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### ESSENTIAL PREREQUISITES FOR ALL STAFF MEMBERS

Because World Impact is a Christian missions organization with a written doctrinal statement, World Impact reserves the right to employ only people who are born-again believers in the Lord Jesus Christ as their personal Savior, and who are in full accord with our ministry's doctrinal statement. Service is at the will of either the staff member or missionary, or World Impact. This means that the staff may quit at any time with or without notice and World Impact may terminate the service agreement at any time with or without notice. There is no promise that service will continue for a set period of time. Nor is there a promise that service will be terminated only under particular circumstances. No one has the authority to make representations inconsistent with this policy. This policy supersedes all written and oral representations that are in any way inconsistent with it. World Impact, Inc. retains the discretionary right to terminate any staff member, including missionaries, at any time and for any reason deemed to be in the best interests of the ministry. These policies do not constitute a contract, expressed or implied, to continued employment, and said policies do not alter the status of any at-will service member under the laws of the state.

### Education:

- Bachelor's Degree Preferred, with minimum of 3 years highly relevant experience

### Job Summary:

The Development Coordinator is a crucial contributor to World Impact's fundraising success; managing the development operations needed to elevate the organization's funding. This includes coordinating the portfolio activity of the fundraisers, conducting prospect research, creating team reports, processing gifts and acknowledgments, proposal writing, and managing various processes within the advancement program. The candidate must be internally-motivated, highly organized, and committed to building a fundraising program.

The Development Coordinator position is well-suited for an individual who is eager to refine and practice the craft of major gift fundraising. The ideal candidate will demonstrate both competence and enthusiasm in building and developing systems that strengthen and maximize frontline fundraising efforts.

- Portfolio & Prospect Management (25%)
- Fundraising Operations & Support (20%)
- Data Management & Reporting (20%)
- Event Planning & Execution (10%)
- Mid-Level Donor Engagement (15%)
- Cross-Departmental Collaboration (5%)
- Other Duties as Assigned (5%)

## **Qualifications & Expectations:**

### **CORE COMPETENCY**

1. **Mission Driven:** Demonstrates commitment to the mission of World Impact as a whole and is aligned with organizational values
2. **Collaboration:** Helps colleagues as needed, views responsibilities as shared
3. **Adaptability:** Adapts and responds to change effectively; proactively seeks opportunities to be supportive of change and serve our mission
4. **Communication:** Uses effective written and oral communication with internal staff, teams, and community served; demonstrates empathy and listening
5. **Ownership:** Effectively manages own work, and work of teams when relevant, ensuring delivery of high-quality work
6. **Expertise in area of focus:** Has skills and expertise in area of technical or functional expertise

### **Physical Requirements:**

- Sedentary Work. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk and hear, both in person and by telephone; use close, distance, color, and peripheral vision; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; lift minimum 10 pounds.

### **Essential Duties & Responsibilities:**

- Oversee the coordination and management of major gift portfolio identification and assignment.
- Assist with prospect development, donor touch points, proposal writing, and thanking donors.
- Manage the outbound donor call process.
- Identify new prospects, assist the fundraising team in building prospect pools, and monitor market trends and media sources for relevant information on current donors.
- Produce in-depth donor reports on prospects based on a combination of data from the donor database, available financial records, real estate ownership, and other markers of high-level donors.
- Provide leadership and support in planning and execution of fundraising events.
- Perform data entry, updating, and monitoring donor files; create reports as needed; maintain database skills through training and team meetings.
- Report on monthly and annual donor statistics to the development department.
- Manage donor data and process gifts in Virtuous.
- Assist with mailings to donors.
- Maintain World Impact profiles with non-profit rating agencies.
- Maintain a robust mid-level donor engagement strategy in partnership with the Annual Giving Director.
- Participate actively in staff meetings, cross-departmental projects, initiatives, etc.
- Other tasks as assigned by the SVP of Advancement & Communication.

### **Interpersonal**

- Service-minded
- Resourceful and solution-oriented
- Experience in non-profit advancement research
- Advanced knowledge of prospect research tools
- Proficiency with donor databases
- Mastery of word processing, spreadsheet, and database programs
- Excellent written and oral communication skills are required to communicate information needs and financial reporting concepts to others with widely varying understanding of issues
- Ability to investigate, analyze, and synthesize large quantities of data into a user-friendly and concise format for the use of the development team

- Ability to work in a deadline-driven environment
- Discretion with valuable and personal donor details that are often confidential
- Ability to effectively work within a small team of diverse people
- Advanced organizational expertise

**This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.**

**I have read the above job description and I believe I can perform the job.**

**Staff Person's Signature:\_\_\_\_\_Date: \_\_\_\_\_**