



Please email Terry Starr, Executive Director  
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## **Development Coordinator Position Description**

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The Development Coordinator is responsible for working with a team of individuals to organize fundraising events, coordinate volunteers and donors, gain sponsors and essentially help God's Hygiene Help Center raise funds.

### **Essential Duties and Responsibilities**

- Organize campaign strategy and execution, setting communication and funding goals.
- Coordinate identification and relationship building with key donors and groups.
- Assist in writing grant proposals and developing gift opportunities.
- Coordinate fundraising events and activities from start to finish
- Works with a team to advertise and market fundraising events through the use of flyers, and social media websites
- Assists with creating budgets based upon anticipated fundraising results.

### **Required Knowledge, Skills and Ability**

- Demonstrates excellent judgment and decision-making skills
- Demonstrates passion for the mission of God's Hygiene Help Center
- Possesses interpersonal skills that allow him or her to interact with potential donors and the general public.
- Demonstrates creativity in coming up with fundraising opportunities and executing events successfully.

### **Position Specifics**

- Will report directly to Executive Director as one of six staff positions.
- Volunteer (unpaid).
- Expectation is typically 8 hours per week.