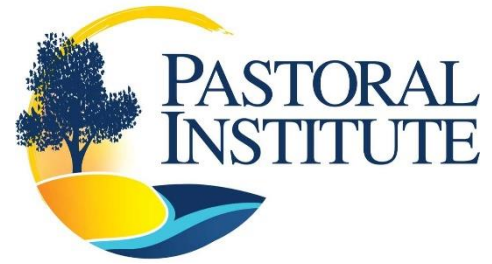


# Development Coordinator



**Connect passion with purpose.** The Pastoral Institute is a safe place for healing where people can be heard without fear of judgement. We offer a haven for people to tell their story, gain hope, and become stronger. We are a center of excellence providing counseling and educational services for the people in the Chattahoochee Valley. The Pastoral Institute proudly works to transform lives every day. We are committed to the health of the entire population as our work impacts past, present and future generations.

Join our dynamic team as a **Development Coordinator** and play a pivotal role in advancing our mission and create meaningful change! In this high-impact position, you'll collaborate directly with our Board of Directors and CEO to drive fundraising efforts for the organization. Your passion for building relationships and strategic expertise will fuel our organization's growth and sustainability by securing vital gifts and donations.

## Responsibilities

- Design and coordinate the execution of an annual fundraising program with goals that match operational needs. Lead and participate in the solicitation efforts of targeted individuals, corporations and grant funds. Exercise diplomatic persistence in the cultivation of donors.
- Manages a donor pipeline for all Board members and maintains records for the four phases for all donors that include discovery, cultivation, solicitation, and stewardship. Works directly with Board of Trustees to inspire greater participation in advancement efforts while capitalizing on board member's resources, talents, and networks.
- Create and implement a robust stewardship plan for all levels of giving to the organization.
- Manages data and reporting related to outputs, outcomes, and additional required metrics for stakeholder stewardship, restricted funding, and grants. May require use of programs, to include but not limited to Virtuous CRM, and Microsoft Forms.
- Works collaboratively with community engagement activities to promote the organization in the community by identifying potential partnerships and sponsorships.
- Create a new planned giving program recruiting longtime, loyal donors to give through estate and planned giving options.
- Monitor key fundraising trends and issues and communicate their implications to the CEO with suggested action.
- Provide oversight and strategic direction on any fundraising or stewardship events.

**Educational Requirements:** Bachelor's degree**Experience**

The ideal candidate will be an innovative and inspiring communicator with at least 5 years of experience and responsibility in fundraising, including experience with major gift solicitations and campaigns, as well as direct donor development and stewardship. They should have an entrepreneurial and innovative approach to work with an ability to interact professionally with dedicated Board and team members who have diverse professional skills and perspectives. Flexibility and the demonstrated ability to think creatively and thrive in a fast paced, complex service industry, juggling numerous projects and satisfying varied constituencies simultaneously. Must have excellent writing and communication skills.

Join us as we work towards making a meaningful impact in our community through effective development strategies. Your contributions will be vital to our success!

**Benefits:**

- 403(b)
- Dental insurance
- Health insurance
- Vision insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health savings account
- Life insurance
- Paid vacation/sick leave
- Retirement plan
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**Pastoral Institute is an Equal Opportunity Employer**

The Pastoral Institute is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.