



Job Description: Development Coordinator

Office Location: Allentown, NJ, USA

Villages in Partnership (VIP), an independent non-profit corporation based in Allentown, NJ, is a community of people and organizations who are devoted to sharing God's love and blessings with the poorest of the poor in the impoverished nation of Malawi, Africa. The Vision of VIP is a world in which communities from across the globe work together in partnership to transform lives, so that families and villages are lifted from extreme poverty and life-threatening conditions. Our Mission is to build partnerships between villages in the developed world and villages in Malawi to bring about life-changing development for all.

Position:

Reporting directly to the Executive Director for VIP, the **Development Coordinator** is a full-time, salaried position. He/she will be responsible for:

1. Communications and Business Development (Fundraising/Marketing)
2. Program Support and Research
3. Event Planning

Specific Duties may include:

- Work in conjunction with the Executive Director to develop a comprehensive communication strategy that utilizes a variety of platforms including social media, webpage, written letters, eBlasts, newsletters, blogs, and in-person meetings
- Strategize with the Executive Director to maintain donor relationships
- In conjunction with the Executive Director, research academic, church, and corporate partners and build relevant relationships
- Work with Executive Director to develop and implement new fundraising and marketing campaigns
- Plan Friendship Trips with direction from the Executive Director including communication and training of volunteers
- Work in conjunction with the Executive Director to plan, organize, and execute fundraising events, e.g. Water Walk, Giving Tuesday, Alternative Gift Giving

- Research collaborative relationships that support ongoing programs (Vitamin Angels; New Eyes for the Needy, Engineers without Borders, etc)
- Researches and writes grants
- Work collaboratively with Assistant to the Executive Director to complete relevant tasks
- Assist in maintaining Blackbaud eTapestry, our Constituent Relationship Management Tool, including but not limited to: data entry, data analysis, producing and evaluating reports
- Other responsibilities as assigned by the Executive Director
- Work may require some evening and weekend work to support meetings and VIP events

Qualifications

- Bachelor's degree required
- 3-5 years of development experience required with a focus on fundraising, marketing, and/or event planning
- Project management experience
- Excellent communications skills, verbal and written
- Team player
- Must be able to work independently and be a self-starter
- Creative
- Detail oriented
- Strong Microsoft Office and MAC iOS skills including Word, PowerPoint, Excel and exposure to CRM tool such as Etapestry, Razors Edge or a similar donor-based technology
- Strong experience utilizing Social Media and interfacing with Web pages
- Cultural Sensitivity - A willingness to learn about the lives and culture of our clients in Malawi
- Manifests evidence of personal faith in Jesus Christ, knowledge of scriptures, and a passion for the vision and mission of VIP as the role requires working with key church partners, incorporating scripture into correspondence, opening and closing meetings with prayers or devotions

For more information, contact:

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