

**National Development Coordinator**

**Purpose:**

To develop, implement and maintain strategic administrative systems in fundraising, communications, and public relations in support of the purpose of Inter-Varsity Christian Fellowship of Canada: the transformation of youth, students and graduates, in all their ethnic diversity, into fully committed followers of Jesus Christ.

**Reports to:** Director of Development

### Key Responsibilities:

**1. Personal Development**

* Be a growing and developing disciple of Jesus Christ
* Grow in prayer and witness of the gospel of Jesus Christ
* Commit to right and peaceable relationships with all people
* Participate and join in local church community life
* Be a life-long learner that values the discipleship of mind, body, and spirit

**2. Professional Development**

* Develop areas of expertise related to job assignment
* Participate as an integral member of the Development Team through regular meetings, Scripture study and prayer
* Provide administrative support for development related tasks and initiatives
* Maintain (and create when necessary) systems that support effective ministry partner (donor) management at all stages of the relationship cycle (from research to reporting)
* Track ministry partner care and management on behalf of the Development Team to keep all solicitors well informed on their next steps, updating the Raiser’s Edge database when necessary
* Initiate relationships over the phone with prospective ministry partners, booking appointments on behalf of Development solicitors
* Manage details and deadlines for all Development direct mail/email projects ensuring communications are timely and effective
* Help maintain a robust Raiser’s Edge database by running reports, recording all pledges, issuing reminder notices, and other updates as needed
* Assist in implementation of initiatives designed to improve the effectiveness and efficiency of major ministry partner relations
* Participate in the organization and strategic planning for fundraising initiatives
* Work with the Development Team to identify and develop new sources of funding
* Assist in drafting, assembling and/or submitting letters of inquiry, proposals and reports to foundations and other funders
* Raises personal funding goal towards National Service Centre budget as agreed upon with supervisor
* Adheres to national policies, procedures, and reporting requirements.
* Develops and maintain relationships with ministry partners.

**Key Outcomes**

* The Development team is administratively well organized and well positioned to communicate with key supporters of InterVarsity
* Ministry partner needs and interests are addressed effectively and efficiently
* Raiser’s Edge database is up to date and all Development partners understand needs and next steps
* Prospective ministry partner networks expand and meetings are scheduled
* Foundation relationships are well managed

**Qualifications**

* Personal relationships with Jesus Christ and desire to grow as a follower
* Sense of calling to InterVarsity’s mission to see the transformation of youth into fully committed followers of Jesus Christ
* Highly organized and relational
* Proven advanced written and oral communication skills
* Superior time management skills with the ability to manage multiple projects, events, deadlines and priorities
* Well-organized with excellent attention to detail
* Strong administrative skills
* Knowledge of InterVarsity’s objectives, ministries, publications, trademarks, etc.
* Familiarity with Raiser’s Edge and Microsoft Office applications, and an ability to work with relational databases
* Familiarity with research techniques and strategies
* Flexibility to work irregular and extended hours on occasion
* University degree or college diploma in a related area of study or two years’ experience in Development related field
* Spiritual acuity and maturity.
* Understanding and support different levels of InterVarsity leadership with demonstrable ability to work collaboratively with others
* Demonstrated cross-cultural abilities.
* Demonstrated ability to raise funds.
* Annually affirms and signs InterVarsity Core Commitment Agreements and provide required police reference check.