



Development Coordinator

Divine Renovation Ministry walks alongside hundreds of priests, bishops, parishes, and dioceses around the world to inspire, connect, and equip them to live the Great Commission – to go and make disciples of all nations.

We provide people who thirst for a missional church with the opportunity to gain the skills, tools, support, and inspiration to create a church that is all that God intended it to be. And through this, we are creating a community of disciples who are changing the global Catholic church.

Our team is optimistic, professional, results-oriented, and faith-filled. Every day, we are awed by the great plans that God has in mind for us.

As the **Development Coordinator**, you will be mission-inspired and instrumental in the delivery of programs designed to facilitate and cultivate donor relationships. Reporting to the Director of Development, you will organize and implement fundraising events and activities, collaborate with the team to prepare event collateral, and provide timely communications to internal and external stakeholders. You will also be responsible for helping grow the annual giving program and working to convert event participants into long-term supporters, by building cultivation, solicitation, and stewardship strategies.

Key Responsibilities:

- In collaboration with the Director, implement a fund development plan that increases revenue to support the strategic direction of the organization under the guidance of the Director, manage fundraising event logistics and all associated activities
- Develop tracking documents and update event critical paths
- Collaborate with the Director and stakeholders to develop fundraising resources and tools tailored to different audiences
- Manage the annual giving program, including development of donor journeys
- Oversee day-to-day activities, including receiving and responding to inquiries related to fundraising
- Maintain ongoing communications
- Steward and manage relations with prospects and current individual donors
- Manage an effective stewardship program with appropriate impact reporting and engagement activities
- Maintain and update donor files, and track results
- Conduct ongoing prospect research of potential donors
- Develop and maintain a deep understanding and expert use of DR's donor database
- Write donor/prospect solicitation materials and correspondence



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- Research and draft fundraising proposals for senior management for presentation to donors
 - Ensure that data integrity procedures are both in place and followed regarding the collection, processing and storage of donor gifts, pledges and receipts
 - Develop and maintain processes and procedures as needed
 - Perform other related duties as required

Attributes and Qualifications:

- Commitment to loving Christ and others
- Willingness to be open to and led by the Holy Spirit
- Desire to be a part of renewal in the Catholic church
- Relevant bachelor's degree, training or certification in a related discipline (fundraising, marketing, sales, etc.)
- Minimum of one year's experience in a fundraising environment, or the equivalent combination of experience and education
- Strong organizational and project management skills with the ability to multi-task
- Exceptional donor relations and communications skills with a keen eye for detail
- Proven ability to drive fundraising activities
- Experience with a CRM, Salesforce being an asset
- Desire to innovate and be creative
- Ability to identify and resolve issues

We offer competitive salaries and benefits. You will be part of an optimistic, professional, results-oriented, faith-filled, and fun team.

To apply for this full-time permanent remote-working opportunity, please send your CV and a cover letter describing why this opportunity is right for you to resume@divinerenovation.org. We are also happy to consider how this role could be aligned for highly qualified candidates who are seeking part-time employment.

We thank all those who apply. However, only those invited for an interview will be contacted.