

Job Listing: Development Coordinator

Trinity School for Ministry (TSM) is an evangelical seminary in the Anglican tradition that forms Christian leaders for mission. Since its founding in 1976, TSM has sought faculty and staff who were both deeply committed Christians and professionally gifted.

All TSM staff members are expected to be committed to Jesus Christ, to TSM's vision, purpose, and values and to affirm the TSM Statement of Faith.

Department: Development

Reports to: Director of Development

Time Requirement: Full-time (40 hours/week), salaried

Job Summary:

The Development Coordinator is responsible for maintaining the integrity of the CRM database and offering departmental administrative and clerical support to implement the comprehensive fundraising efforts of the TSM Advancement team.

Primary Duties:

- CRM Database Management
 - Gift processing and balancing with Finance Office
 - Data updates to maintain accuracy. These may include address changes, student information, notes, alumni updates, etc.
 - Creation of basic queries and reports as needed
 - Document scanning
 - Other data projects as assigned by the Associate Director of Development
- Production and mailing of acknowledgment letters, memorial/tribute notifications, first-time donor packets, new monthly donor packages, monthly donor birthday cards, alumni cards of congratulations
- Inventory Control – Includes the processing, ordering, inventory, and budgeting of donor gifts, stationary, office supplies, etc.
- Donor prayer request student coordination
- Maintain departmental invoices and budget green slips
- Regional event support
- Attend meetings, take meeting minutes, and support other fundraising activities, as assigned

Requirements:

Knowledge

- Experience with CRM software required
- Knowledge of Microsoft Excel and Word (and/or Google Workspace equivalents), including mail merge. Extensive knowledge of design software (Canva, Adobe, photo files/editing, etc.)
- General copying, scanning, filing (digital and hard copy), and organizing in an office setting

Skills

- Proven success as a database manager or increasing responsibility in a fund development office
- Exceptional relationship-building skills with the ability to manage and collaborate with others
- Excellent listening and communication skills (verbal and written)
- Strong attention to detail and ability to prioritize activities
- Excellent keyboard, computer, and telephone skills
- Critical thinking and problem-solving

Abilities

- Ability to interact pleasantly and professionally with donors, staff, faculty, volunteers, students, and guests
- Ability to handle detailed work and multiple tasks, meet deadlines, and demonstrate a high level of accuracy
- Ability to handle multiple concurrent tasks and complete them in a timely manner
- Highly trainable with the desire to learn new processes in a changing work environment
- Strong work ethic, sound judgment, discretion, and confidentiality

Education and Experience

- Bachelor's degree in business, marketing, or public relations preferred, but other education and experience will be considered
- 3-5 years of experience in Non-Profit Development/Fundraising, preferred

Personal Qualifications:

- Christian ethics and integrity
- Commitment to Jesus Christ
- Commitment to TSM's vision, values, purpose, and Statement of Faith
- Ability to interact pleasantly with faculty, staff, students, donors, and visitors

Working Conditions/Physical Demands

While performing the duties of this job, the employee must be able to:

- Remain in a stationary position 70 percent of the time
- Occasionally move about, inside the office, to access file cabinets, office machinery, etc.
- Constantly operate a computer and general office machines
- Ability to work a flexible, full-time schedule. Most duties will occur during regular day-light/weekday shifts

Salary and Benefits:

- Salary is competitive and commensurate with experience.
- Benefits include healthcare, dental, and vision coverage, health reimbursement account, life insurance, 15% employer contribution to pension plan, and employee funded supplemental pension plan.

To Apply:

- Qualified individuals are encouraged to apply by submitting a cover letter, resume, and three letters of recommendation to elucci@tsm.edu by November 30, 2023.
- The search will continue until the position is filled.