

**Brethren Housing Association
Development Coordinator
Job Description
(revised 1-10-2008)**

The Development Coordinator position is a full-time position designed to develop and build relationships with the constituencies and agencies that provide revenue support for Brethren Housing Association to fulfill the vision and mission of the organization. The Development Coordinator carries out details of fundraising efforts and other promotional efforts in coordination with the Executive Director and Board of Directors. Duties are as follows:

- 1. Development Committee**
 - a. Provide support to Board Development Committee for purpose of strategizing and carrying out all fundraising and promotional efforts.
- 2. Grants**
 - a. Conduct research on new potential sources for grants, as well as stay attuned to request cycles of past sources.
 - b. Write and submit proposals according to grant guidelines.
 - c. Send all follow-up reports as requested assuring use of funds according to grant parameters.
- 3. Donor Relations**
 - a. Acknowledge all financial donations within 48 hours of receipt.
 - b. Maintain accurate database/mailling list of supporters.
 - c. In conjunction with Executive Director, maintain and further develop meaningful relationships with existing BHA donors. Develop strategies for recruiting and cultivating major donors.
 - d. Promote planned giving options with BHA supporters.
- 4. Annual Fund**
 - a. In conjunction with Executive Director and Development Committee, develop annual fundraising campaigns to individuals, churches and businesses.
 - b. Carry out annual fund plan, with support as needed from Executive Director, Development Committee and Board of Directors.
- 5. Budget**
 - a. Manage assigned budgets.
- 6. Public Relations**
 - a. Assist Executive Director in developing appropriate newsletters, brochures, displays, websites and annual report materials that tell the story of BHA's ministry and report our successes.
 - b. In conjunction with Executive Director, strategize and manage ways to publicly promote the BHA ministry.
- 7. Special Events**
 - a. In conjunction with Executive Director, assist in the developing, planning and execution of meaningful events to promote and raise funds for BHA's ministry.
- 8. Participate in BHA Staff Meetings.**
- 9. Participate in BHA Community Events (summer picnics, participant graduation parties, etc.).**
- 10. Other duties as assigned by the Executive Director**