

Hope Clinic for Women Job Description



Position Title: Development Coordinator
Position Type: Full time – 40 hours/week
Employee can create a consistent schedule of 4 days in clinic and 1 day remote. Clinic hours are Monday – Thursday 8:30am-5pm and Fridays from 8:30am-2:30pm. There may be occasional work performed on weekends or at nights, during events, for example. All changes due to vacation/illness/offsite events/etc. should be approved by the Development Director and noted on the HCFW Group Calendar.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, and filing cabinets.

Reports To: Development Director

Mission

Hope Clinic for Women is a faith-based, safe and confidential place for anyone dealing with life choices regarding past, present and future pregnancies. We provide education, counsel and medical care for anyone regardless of age, race or religion.

Vision

Hope Clinic for Women is a Christ centered ministry existing to honor the sanctity of all human life as exemplified by:

- Teenagers and single adults choosing abstinence until marriage
 - Women and men choosing life for their child in the midst of a pregnancy
 - People experiencing God's grace and forgiveness after an abortion
 - The transformation of hearts and lives by discovering the purpose and potential God intended for all His children
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Description: Hope Clinic is seeking a detail-oriented team player that thrives on enabling teams to reach their maximum potential through taking initiative and seeing projects through to completion. This individual will support a strong foundation of administrative professionalism and sustainable systems so that Hope Clinic's overall fundraising results can increase nearly 30% over the next three years (from \$1.4M to \$1.8M raised).

Key Performance Indicators:

- Hope Givers: Add 40 new Hope Givers (monthly donors) at an average of \$65/month, retain 90% of current monthly donors annually
- Mass Communications: Retain 40% of all donors year over year
- Raise over \$40,000 through mailing appeals: Summer Ask, Year-End Ask, Newsletters
- Raise over \$96,000 through monthly giving program

Donor Administrative Support – 12 hours/week

- Donation batching in conjunction with finance department
- Manage communications with monthly donors and the Hope Givers/Monthly Giving program
- Track Metrics for Hope Givers Program
- Update Amazon Wishlist in collaboration with client services team
- Pull a weekly list of donations between \$500 and \$2,500 (as well as churches and businesses) for Development Director to call every Monday
- Process, update and manage event attendee information in Salesforce

Communications/Marketing Coordination– 25 hours/week

- Write and coordinate design for monthly all donor newsletter
- Approve designs for social media post in partnership with vendor
- Stay active on Instagram and Facebook to increase engagement on our Friends of Hope Clinic and Hope Clinic

- pages (responding to comments, commenting on followers posts, liking follower2 posts)
- Intake new marketing material requests from staff members, collecting all important details for development director
- Stay on top of SEO on our webpage and make changes as needed
- Write and publish 1 new blog post every month
- After development director approves new marketing initiatives or assets, manage creation process with Vendors and printers (run by Development Director before final print or publishing)
- Review website consistently to update links, event info, and donation information
- Stay on top of print asset organization, including ordering new brochures as needed
- Manage client stories, maintain a system with photos, videos, testimonials, etc. that is easily accessible for staff used for speaking events, interviews and grants
- Manage promotional item(s) inventory (t-shirts, mugs, etc.)
- Manage quarterly donor mailings:
 - Keeping timelines with CEO/Development Director
 - Ordering supplies, pulling donor lists for a 2,000+ item mailing
 - Organizing and leading volunteers to ensure on-time completion of mailing
 - Submitting to USPS for bulk mailing postage and dropping off at Post Office

Pre-scheduled meetings

- Regular check-ins with Development Director (30 minutes)
- Weekly Development Team L10 meeting (60 minutes)
- Monthly Continuing Education Trainings (60 minutes)
- Quarterly Staff Retreats (Half Day)
- All fundraising events

Required Qualifications/Skills:

- Bachelor's degree preferred
- Experience with donor communications or marketing platforms
- Excellent written and verbal communication skills
- Copy writing and SEO experience preferred
- Strong organization skills and high attention to detail – numbers, spelling, grammar
- Willingness to take initiative and responsibility
- Experience with Salesforce or other CRM
- This job requires some moving of supplies and equipment (up to 50 pounds) and ascending/descending stairs and ladders.

AAP/EEO Statement:

Hope Clinic for Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability or genetics. In addition to federal law requirements, Hope Clinic for Women complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Hope Clinic for Women expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.