



Development Coordinator

Help us build strong relationships with our ministry partners!

The Bradley Study Center's *Development Coordinator* supports and assists the Executive Director to develop positive relationships with current and potential donors to advance the mission of "helping students and faculty explore the rich intellectual traditions of the Christian faith and cultivating a thoughtful Christian presence in the university." This person will support the day-to-day administrative operations related to development and fundraising to help organize, plan, and execute a comprehensive fundraising strategy and increase donor and volunteer engagement. The ideal candidate will be a hard-working, enthusiastic professional able to undertake a variety of administrative support tasks. This person will be comfortable working independently, with a high degree of attention to detail and discretion.

- Reports to the Executive Director
- Hours: 20 hours per week
- Salary: \$20-23,000 per year
- Benefits: optional participation in a retirement plan (Simple IRA with matching plan)
- Location: this position can be local to Blacksburg, VA, or remote
- Start Date: As soon as possible

Responsibilities: In partnership with the Executive Director (ED) and the Fundraising Team, the fundraising coordinator will:

- **Participate in and manage a creative annual fundraising plan**
 - Assist the ED in developing and executing a comprehensive annual fundraising plan to identify new donors, cultivate existing donors, and generally improve the study center's donor engagement
 - Participate as a member of the Fundraising Team, meeting monthly or more frequently to assess fundraising status and adopt strategies to more effectively communicate with and engage our donor community
 - Organize a data-driven approach to donor cultivation, keeping a close eye on our donor database and helping the ED and Team to be proactive and responsive to donor needs
 - Explore creative ways to bring our work to life and tell our story to the public
 - Assist the ED and Team to develop a "donor cultivation pathway"
 - Serve as an "advocate" of our donor community, bringing a customer service orientation and caring ethos to our donor engagement
- **Work with the Operations and Communications Manager to make sure supporters feel connected to our work**
 - Work with the Fundraising Team to develop a donor communications strategy that supports the comprehensive plan. Track this plan and make sure the team is executing the plan in a consistent way
 - Coordinate efforts to thank donors for their support
 - Assist in a variety of donor communication tasks, including writing draft text for letters, email, and social media posts
 - Work with the Operations and Communications Manager to track engagement with volunteers
- **Support the Executive Director with managing the donor engagement software**
 - Manage all aspects of donor data in our CRM (contact management) software (Bloomerang)
 - Develop a mature knowledge of Bloomerang to ensure we are taking every advantage of its capabilities
 - Track and report on fundraising progress and financials
 - Ensure that the donor database is accurate and up-to-date

- Assist in developing data products for regular donor impact reports
- Communicate with donors who are seeking assistance with electronic transactions
- Monitor the database for lapsed donors, data errors, and changes to donor status
- Monitor the email software for donor status updates, new potential donors etc.
- Create fundraising reports as directed by the Executive Director and in fulfillment of the annual fundraising plan
- Create task lists for Fundraising Team members
- Work with the Program Director to track engagement with students for future donor opportunities
- Assist the Executive Director and Operations Manager in the administration of grants
- **Work in support of the wider Fundraising Team as required**
 - Act as a supportive and collaborative colleague, working in conjunction with others as and when necessary, providing occasional capacity to other areas in moments of pressure
 - Attend fundraising team and staff team meetings and other meetings as required
 - Undertake any other duties that may be reasonably required
- The above list of job duties is not exclusive or exhaustive and may be subject to change. The incumbent will be required to undertake such tasks as may reasonably be expected within the scope of the position

Who we are looking for:

- **Knowledge and Experience**
 - Experience of working in an office environment
 - Experience of working in a fundraising team (desirable)
 - Experience of building relationships with clients, supporters, colleagues or stakeholders.
 - Experience of volunteering, or of working with volunteers
 - Experience of co-ordinating events or activities
 - Experience of carrying out research activities in support of a goal
 - A basic understanding of fundraising mechanisms
 - Experience of working in a customer service environment (desirable)
- **Skills and Attributes**
 - Strong written and verbal communication skills, including the ability to communicate with a range of audiences and to present information in an engaging way
 - Strong attention to detail
 - Proactive and driven
 - A solutions-focused outlook
 - The ability to work independently and in teams
 - The ability to manage time and prioritise workload effectively
 - The ability and willingness to work flexible hours on occasion
 - The ability to demonstrate imagination, initiative and flexibility in problem solving in an environment of change
- **Personal Characteristics**
 - A personal and vital relationship with and faith in Jesus Christ
 - Active participation in a local church
 - Honesty, integrity, and discretion
 - A willingness to agree to and live out the BSC's faith statement and Community Life Standards

ABOUT THE BRADLEY STUDY CENTER

In 2017, a group of faculty members at Virginia Tech launched a Christian study center. The Bradley Study Center (BSC) exists to “help students and faculty explore the rich intellectual traditions of the Christian faith and promote a thoughtful Christian presence in the university.” We do that through formative programs, short courses, a student fellows program, and hosting a community study space close to the campus of Virginia Tech. We also host lectures and public conversations on a range of topics, always bringing a Christian perspective into the dialogue. Opening posted December 30, 2024. Review of applications will begin immediately and will continue until the position is filled. Contact Mike Weaver at mike@bradleystudycenter.org for more information and to apply.