



JOB DESCRIPTION

DATE:	July 12, 2019
POSITION:	Advancement and Communications Coordinator
REPORTS TO:	Executive Director, The New York Project
FLSA STATUS:	Non-Exempt
WORK HOURS:	Full-Time Position

DESCRIPTION:

The Advancement and Communications Coordinator will be a humble, hungry and smart leader who will play a central role in building momentum to a complicated and ambitious 10-year strategy. In partnership with the Executive Director of The New York Project, s/he will be a donor-centric professional who will be a significant player in the design of the strategy, systems, and processes needed to ensure that fundraising and related events are carried out to meet the goals of the New York Project.

RESPONSIBILITIES:

Fundraising and Relational Strategy Support

- + Administrative support for the Executive Director of The New York Project; plan meetings, facilitate phone calls and email correspondence on her behalf and make travel arrangements
- + Work directly to assist the Executive Director in managing major donors and prospective relationships; build and maintain a system in Salesforce to track relationships, contacts and commitments
- + Provide strategic perspective and measure development efforts and track donor engagement to understand what works, what doesn't, and how we should prioritize both long-term strategy and short-term tactics
- + Oversee and maintain a system of tracking donor interactions, invitations, event attendance, commitments and integrate such data in Salesforce.
- + Offer administrative, event and logistical support to all donor-related events and meetings in addition to interacting with donors and schedule meetings with prospects and donors
- + Demonstrate a high level of confidentiality and honor donor privacy and relationships

Communications Project Management

- + Partner with the Executive Director of The New York Project to oversee the production of the Annual Report and other reporting efforts to donors, partners and stakeholders
- + Collaborate with the communications teams of both Redeemer Family of Churches & Ministries and Redeemer City to City to make sure messaging on NYP is consistent and coherent with other organizational voices
- + Draft donor correspondence, memorandums, briefings and proposals
- + Maintain a calendar of reports, meetings and events
- + Assist with mass mailings to donors and other constituents
- + Create and maintain a project management system for communication and marketing needs

JOB QUALIFICATIONS

- + Self-starter who takes initiative while also being able to flourish and cultivate a highly collaborative work style
- + Remains focused in the face of pressure while consistently juggling priorities and delivering against multiple timelines
- + Able to simultaneously implement both large and small projects while handling a wide variety of tasks
- + Highly motivated by innovation, creativity, excellence and deep intentionality in caring for donors and stakeholders
- + Desires goodness for New York City and is highly motivated by growing the gospel movement in New York City across many denominations
- + Seeks to build winsome, productive and supportive team dynamic and partnership with project collaborators at Redeemer Family of Churches & Ministries and Redeemer City to City to include unique organizational perspectives
- + Models a humble posture that reflects the mission and values of Redeemer City to City and the organization's work globally and in cities.
- + Affirms the Nicene Creed and is committed to a local Christian church
- + Has a mature understanding of the work/life dynamics and struggles in ministries and faith-based causes
- + A deep commitment and proven dedication to professional growth, emotional maturity, clear communication through conflict and professional excellence

SKILLS AND EXPERIENCE:

- + 2+ years of professional experience in New York in an advancement and/or communications role
- + Has produced print or digital collateral to communicate fundraising messaging
- + Has managed or been involved in projects with many stakeholders and complexity
- + Fluent or near fluency in Salesforce, the Google Suite of products and Excel

To apply, please send a cover letter and resume to hr@redeemercitycity.com.