



Redeemer City to City (CTC) is a non-profit organization that prayerfully recruits, trains, coaches and resources leaders who cultivate gospel movements in global cities primarily through church planting. CTC is based in New York City and works with affiliate and Hub City leaders throughout the world." All of this is done to help bring the gospel of Jesus Christ to cities.

Redeemer City to City is a global organization that serves a diverse community. Men, women, and members of all ethnic groups are encouraged to apply.

JOB DESCRIPTION

Job Title: Project Coordinator, Global Campaign

Reports to: VP of Advancement

Completion Date: February 2022

Exempt/Non-Exempt: Exempt

Full or Part-time: Full-time

Team: Advancement

Short Description:

Organize and manage projects, create messaging for portfolio management, oversee systems, and ensure operational excellence in the department. Produce monthly newsletter, coordinate communication with portfolio managers and donors. Coordinate or assist with events, including team activities. Manage administrative logistics for internal events, and assist Event Manager with paperwork, invoices, and the administrative side of vendor relations.

Principal Duties and Responsibilities

Brief description of duties in order of priority

Portfolio Management Support

- Manage assigned projects
- Oversee systems and ensure portfolio managers are supported as they use the systems
- Support messaging for portfolio management
- Coordinate communication with portfolio managers and donors

Operations Management

- Ensure operational excellence in the department through a wide variety of operational activities, as assigned by VP
- Perform daily management of team operations, as delegated by the VP
- Produce monthly newsletter

Event Support

- Coordinate or assist with events, including team activities.
- Manage administrative logistics for internal events.
- Assist Event Manager with paperwork, invoices, and the administrative side of vendor relations.

Analytics and Best Practices:

- Monitor analytics and create reports detailing the successes and failures of communications campaigns and strategies
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices
- Support and maintain ACTIVE Campaign, Wealth Engine and other advancement software

REPORTING RELATIONSHIPS: Job Titles of Direct Reports

This position has no direct reports

Competencies Required

Unique for this job

Action Oriented
Project management
Drive For Results
Organizing
Technical Learning

Unique for this job

Problem Solving
Written Communication
Organizational Agility
Priority Setting
Customer Service

For managers of people

MINIMUM QUALIFICATIONS:

Education/Experience:

- Bachelor's degree in Business or related field or equivalent combination of education and experience.
- 3+ years of experience in project management, including supporting the operational elements of a department.
- 1+ years supporting events.
- Experience working in a fast-paced environment balancing multiple priorities and supporting internal and external customers.
- Ability learn software systems that support operations and become the internal expert, supporting others.

Drivers:

- Operational Excellence
- Effective Communications

Technical/Software Knowledge:

- Proficiency with G Suite apps, Microsoft Office, and Mac-based applications
- Advancement Software such as Active Campaign, Wealth Engine and Salesforce

Mission Alignment:

- Belief in the inerrancy of the Holy Bible
- Sold out on the mission to bring the Gospel of Jesus Christ to cities
- Alignment with RCTC values
- Adherence to RCTC Employee Policies
- Compliance with RCTC Policies regarding Intellectual Property

Physical Requirements List Here: See, hear, speak, type, lift up to 25lbs to support event set up and break down, ability to travel by car, train, subway, and air travel with reasonable accommodations.

Valid Driver's License Required? No
Travel: 5%

Satisfactory background check required for all positions.

To apply, please send cover letter and resume to hr.jeanne@redeemercitytocity.com.