

Job Description for Fundraising Coordinator for Iron Rose Sister Ministries (IRSM)

We are looking for a passionate, motivated candidate to assist our multilingual women's ministry team as Fundraising Coordinator. The Fundraising Coordinator will help inspire and mobilize churches and individuals to support IRSM and the fulfillment of its vision, and thus facilitate the ministry's growth equipping women across the Americas.

As Fundraising Coordinator, the candidate will maintain and expand relationships with current donors, identify and build relationships with potential donors, raise awareness of IRSM's work, goals, and financial needs, organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for IRSM, communicate with IRSM staff, Board, and volunteers regarding their respective roles for fundraising success, and may design and produce promotional materials.

Requirements

- Missions-minded, spiritually mature Christian with a passion for IRSM's vision of equipping women across the Americas.
- Committed to the values of integrity, service, and professionalism.
- Active member of a local church of Christ.
- Excellent interpersonal and written communication skills, including persuasion, sales, and negotiation.
- Strong organizational and project management abilities; experience planning and executing fundraising campaigns and events.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Familiarity with CRM platforms and task/project management tools is a plus.
- Fundraising and non-profit experience preferred.

Compensation

- This is a remote, part-time staff position with hourly compensation at \$20-\$25 per hour, commensurate based on experience, working an average of 20 hours per week. Hours, responsibilities, and compensation may gradually increase over time, depending on available funding and the candidate's interest and availability.
- As a 501(c)3 registered nonprofit, all IRSM funding comes through individual and church donations, as such, the Fundraising Coordinator plays a vital role in the financial well being of IRSM. However, this is not considered a commission-based position.

Expectations

In recognition of the designated average hours/week, responsibilities in the fulfillment of these expectations (including detailed descriptions, pg. 2) will be prioritized and communicated by Senior Staff. Over time, the increase of hours allotted will correspond to the Fundraising Coordinator's growing involvement in the complete list of tasks.

- Integrity and confidentiality regarding donor information and financial status.
- Assist in cultivating new donors and manage ongoing donor relations, including follow-up regarding tax benefits and donation methods.
- Represent IRSM in verbal and written communications with current and potential donors and churches (e.g. regarding fundraising campaigns and goals, at an event, through eNews or Donor eNews).
- Represent IRSM as Fundraising Coordinator at 3-5 events annually, based on mutually agreed upon needs and opportunities (e.g. at a booth, as a speaker, or for a church presentation).

Interested parties should submit a letter of interest, resume, and three references to info@ironrosesister.com

More Detailed Expectations for Fundraising Coordinator for Iron Rose Sister Ministries (IRSM)

Donor Relations

- Foster and maintain relationships with current donors and partnering churches.
 - Prepare any partnering church's corresponding report in collaboration and communication with the IRSM Team.
 - Prepare proposal(s) for potential churches' partnership with IRSM.
 - Collaborate on the development and distribution of the Annual Report.
- Update donor databases (Salesforce) to track interactions to provide an adequate archive of each donor's financial relationship with IRSM.
- Watch for and follow up on missed donations from recurring donors.
- Equip and provide opportunities for the Board and Team to assist with fundraising efforts.
- Ensure letters of thanks to donors are written and sent: spontaneous large donations, email thanks for small donations, thank you cards/emails after fundraising campaigns, and end-of-year giving.
- Write and/or review public communications to donors and partnering churches to be distributed via Donor eNews regarding fundraising reports, campaigns, and goals.
- Make the ask. While other team and board members, ambassadors, or volunteers may identify and facilitate a potential donor or partnering congregation, the Fundraising Coordinator is the one expected to help "make the ask."

Programs & Activities

- Attend IRSM events or conferences to promote organizational goals or solicit donations.
- Collaborate on the development of strategies and goals for Fundraising Campaigns (spring, fall, end-of-year).
- Recruit sponsors, participants, or volunteers for fundraising events.
- Provide a written report of donations from each fundraising campaign for the Board of Directors, saved in Dropbox.
- Collaborate with the IRSM Team toward the development and achievement of goals, communication of campaigns, and promotion of programs and activities.
- Contribute to the development of presentations or other promotional materials for events, activities, churches, or individuals to increase awareness of the causes, missions, or goals of IRSM (e.g. fundraising packets, PPT slides, pledge cards, etc.).

Additional Information

- Team Meetings: Attend one virtual Team meeting per month. Attend one virtual Senior Staff meeting per month.
- Committee Participation:
 - Serve as an active member on the Finances & Fundraising Committee.
 - As appropriate, collaborate with the other committees (e.g. Speaking & Travel Committee) to contribute to fundraising strategy discussions relevant to their initiatives.
- Travel & Reimbursement: As a part-time staff member with undetermined travel location(s) and method(s) of travel, allowable travel expenses will be reimbursed according to the [IRSM Travel and Reimbursement Policy](#). These reimbursable expenses are separate from the salaried compensation for the Fundraising Coordinator role.