



Redeemer
Counseling
Services

Development Coordinator

Job Description

Department: Redeemer Counseling Services

FLSA Status: hourly, non-exempt

Band: RPC Band 5

Report to: RCS Director of Development

Work Hours: Part-Time-B, 20 hours

Date: January 2023

Summary

Do you love Gospel-centered therapy? Or are you very curious about what it is and how this approach heals people? Are you excited to plan events and love the details surrounding them? Do you enjoy crafting content that moves people? Do you like collaborating with people on ideas and bringing them to life?

If so, we are looking for you! We would value a team member who is excited about our mission to make Gospel-centered therapy accessible to people from all walks of life. The Redeemer Counseling Services (RCS) Development Coordinator is responsible for supporting the Director of Development and the Fundraising team. This person will take a leadership role in planning certain fundraising events and activities in order to help bring in donations that support the healing of individuals, churches, and communities.

This person would have strong written and verbal communication skills, likes to create content, enjoys connecting with people and has experience planning events well. A resourceful self-starter with the ability to be flexible and hands on when needed is an important trait as our team is small and most people have multiple roles and responsibilities. A heart open to feedback and growth would be an amazing asset because work life is a journey.

This is an in-person position at our offices (29 West 38th Street, New York, NY) with possibility for some remote days as needed. The 20 hours would be within the hours of Monday through Thursday, between 9am to 5pm, which is open for discussion. There is opportunity for hours and career growth as performance and organizational needs align.

What do you get in return for your energy and commitment? You get to work with a team that is passionate about their mission and their contribution to the healing of NYC, one heart at a time. You get training, support and help from the Director of Development. You get to learn about Gospel-centered counseling as part of your work. You get to meet some cool donors through fun events. You get to grow in your development skills in a field that is high in demand and allows for easy transfer from sector to sector.

Please send a cover letter and resume to rcs.development@redeemer.com.



Job Responsibilities

Event Planning

- Actively lead and implement key fundraising events and church spotlights, with guidance from Development Director. Events will show impact and introduce financial ask to invite supporters to join our mission
- Support Fundraising team on other smaller to medium fundraising activities

Donor Engagement

- Help meet the annual fundraising goal, which is \$800,000 for 2023
- Develop in-depth knowledge of RCS's counseling approach, programs and data to convey to donors our need and their impact.
- Create a prospect from various events and steward relationships with new donors

Fundraising Communications

- Create fun and moving/inspiring content and appeals for email, direct mail, digital, website, social media as needed, working with the RCS Communications Manager
- Help increase RCS Update Newsletters subscribers over time
- Coordinate and network with staff, volunteers, church and community partners to creatively leverage marketing and social media activities to meet fundraising

Data

- Develop ideas for engaging our recurring donors and for growing that segment Data and Customer Relationship Management (CRM) migration, implementation, and management
- Become fluent in the Touchpoint system to access and analyze donor data
- Other duties as assigned

Qualifications

- Must be a Christian (Protestant) and active member of a church
- Must feel comfortable to share Gospel-centered visions and RCS's theology and goals
- Bachelor's degree required
- At least 2 years of related fundraising, communications, or event planning work
- Excellent interpersonal skills and emotional intelligence
- Strong written and verbal communication skills
- Strong organizational and planning skills
- Strong attention to detail
- Demonstrated ability to collaborate and partner with different people and organizations
- Strong analytical skills and demonstrated problem solver
- Ability to work both on a macro and detailed level

Compensation Range

Hourly rate for this 20-hour week position: \$22-24 an hour, depending on experience. There is some limited paid sick time and professional development support.

Application instructions at counseling.redeemer.com/jobs