

WHITE HORSE INC

GETTING *the* GOSPEL RIGHT
GETTING *the* GOSPEL OUT

DEVELOPMENT COORDINATOR JOB DESCRIPTION

Position Summary

White Horse, Inc. (“WHI”) is seeking a dedicated and highly motivated Development Coordinator who serves to provide critical support for the WHI Development team, ensuring sustainability and organizational growth. The Development Coordinator is a key member of the team with significant responsibilities in the administration and coordination of donor cultivation and appeals, prospect research, and stewardship programs.

The successful candidate is organized, detail-oriented, a great communicator and team collaborator to meet the overall mission of our organization to “Get the Gospel Right and Get the Gospel Out” to our various audiences.

Key Duties & Responsibilities

Major Gifts Program: Assist the Director of Donor Operations in the management of caseloads for the President and Major Gift Officer. Create a monthly executive summary for President. Prepare and send insider email communications to major donors. Create and execute pledge reminders and mailings for special communications. Assist in the management of the caseload Donor Engagement Plan (DEP) for President and Major Gift Officer. Participate in the creation of excellent financial and activity reports for donors and potential donors to connect them with the mission and impact of the organization. Attend weekly caseload and donor management meetings. Ensure caseload document is updated with financials, marketing, and general donor information.

Fundraising: Help strategize and manage mission-focused projects for cultivating, soliciting, and stewarding donors through mailings, social media, events, targeted appeals, email campaigns, and other innovative techniques that can attract a diverse range of donors.

Donor Stewardship: Along with the Director of Donor Operations, manage a pipeline of donors to welcome supporters in at every level. Coordinate accurate gift processing standards, including timely gift entry and acknowledgement and integrity of data. Ensure all donors are effectively acknowledged in a timely manner. Recommend development process modifications.

Prospecting: Research and identify potential partners within donor database. Locate key contacts within our networks to facilitate connections and advance relationships.

Database Management: Effectively utilize the donor tracking database (Civi CRM) through accurate entry and advanced reports. Run reports, synthesize information, and share frequent updates about current and prospective donors with the Director of Donor Operations. Assist with financial reporting by exporting contribution reports out of donor database and update the financials in DEP.

Qualifications & Education

- Education/Experience: Bachelor's degree preferred. Experience in nonprofit or development related work a plus.
- Eager to work with a collaborative team in a fast-paced environment
- Possess gracious and professional interpersonal skills for effective communication with the ability to handle confidential information
- Must possess excellent attention to detail and organizational skills and a willingness to learn
- Computer Skills: Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, and mail merges; email and web searches. Able to type 45 wpm. Has undertaken tasks that utilize these computing skills, as well as skills in data management and analyses.
- Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Conduct personal and professional behavior according to biblical values and the biblical lifestyle upheld by WHI.
- The individual should be a member in good standing in a Bible-believing church, preferably from a reformational heritage.
- Applicants should be in agreement with the vision and mission of White Horse Inn (whitehorseinn.org/about-whi/)

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to lift up to 20 pounds. The vision requirements include: close vision and ability to focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, absent undue hardship.

White Horse, Inc. is an equal opportunity employer and strictly adheres to a policy of nondiscrimination without regard to race, color, sex, handicap, or national origin. All reasonable efforts will be made to protect the confidentiality of the candidates.

For interested candidates, please submit your letter of interest and resume at HR@whitehorseinn.org

About White Horse, Inc.

White Horse, Inc. is a multimedia catalyst for reformation. We believe that each generation must rediscover and apply the gospel to their own time. We long to see a second reformation take hold of our churches and return them to the God-honoring, Christ-centered, Spirit wrought places of worship they should be. Over the past thirty years, we've grown more hopeful that such a reformation is possible. So, we're putting our time and resources to work toward one.

Our mission is to help Christians “know what they believe and why they believe it” through conversational theology. The conversations take place in talk show, magazine, event, book, blog, and social media formats. Our vision is to see a modern reformation in our churches through a rediscovery of God, the gospel, and the classic Christian confessions proclaimed during the sixteenth-century Reformation. More than just a talk show and a magazine, White Horse Inn is a conversation for reformation. C. S. Lewis famously remarked that “mere Christianity is like a hallway. In this hallway, real conversations between Christians of different convictions can begin and develop over time as we emerge from these various rooms to speak of Christ and his gospel to one another. For thirty years, White Horse Inn has hosted this conversation both on the radio/podcast ([White Horse Inn](#) & [Core Christianity](#)), in print ([Modern Reformation](#)), and internationally (Global Theological Initiative), in the spirit of that great hallway of “mere Christianity, bringing the rich resources of the Reformation to bear on American evangelicalism.

JOB DESCRIPTION DISCLAIMER

The above job description is not intended to be an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned and are subject to the standard White Horse, Inc. confidentiality agreement.

Employment with White Horse, Inc. is at-will. White Horse, Inc. may exercise its at-will rights at any time for any lawful reason unless a written employment agreement exists with White Horse, Inc. that provides otherwise.