



14477 Benn's Church Boulevard
Smithfield, VA 23430
(757) 357-3367

TITLE: Development Coordinator
POSITION: Full-time (40-hours/week)
SALARY: \$45,000 - \$50,000 (Opportunities for bonuses)
BENEFITS: Flexible scheduling, 88 hours of Paid-Time-Off (PTO), and scheduled staff holidays

Historic St. Luke's Restoration, doing business as St. Luke's Historic Church & Museum, seeks a highly qualified individual to coordinate a comprehensive Annual Fund program that raises over \$160,000 a year. The Coordinator also assists with the Legacy Fund and Capital Improvement Projects as required and generates monthly reports to the Board.

Historic St. Luke's Restoration (HSLR) is a 501(c)3 nonprofit organized for charitable and educational purposes to support its ongoing mission. As a National Historic Landmark, our Mission is to preserve, protect, and promote this sacred church and cemetery, and its collections, interpret its history with integrity, and educate our global audience about the importance of America's journey to religious freedom.

Under the guidance of its Board of Directors, HSLR oversees investment reserves and designated funds to support the ongoing preservation, conservation, and stewardship of the church building, grounds, cemeteries, and collections. These collections include artifacts, furnishings, and ephemera. HSLR also promotes the history of the church building and Newport Parish, highlighting the early American pursuit of religious freedom and separation of church and state through various educational events, programs, and initiatives. Additionally, the Board annually approves, monitors, and assesses operational budgets, and undertakes capital improvement campaigns to help preserve and enhance the 43-acre campus and chief artifact - the 17th century brick church building.

REQUIRED: Bachelor's degree from an accredited college or university. One to two years of relevant experience in a fundraising role within a nonprofit organization, museum, educational institution, or a similar setting.

QUALIFICATIONS: Candidate must possess excellent oral and written communication skills, with a strong attention to detail. Must have a goal-oriented mindset with an engaging personality, capable of effectively communicating with a diverse range of individuals. Candidate should have a passion for developing new relationships and the ability to handle confidential material with tact and discretion. The ideal candidate should have experience in crafting fundraising appeals, grant writing, and collaborating with executive directors, board committees, and volunteers. Proficiency in Microsoft Office 365, Google Workspace, and a fundraising database is required, with preference given to DonorPerfect.

TO APPLY: A complete application package must be submitted via email to the Executive Director at Jericson@stlukesmuseum.org. The complete application package includes a letter of interest, a resume/CV, and a list of three professional references. The applicant will complete and submit an application for employment following an initial interview to support the application and consideration process.

PLEASE NOTE: Historic St. Luke's Restoration is an equal opportunity employer. Applicants and employees are protected from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, based on race, color, religion, sex (including pregnancy), national origin or disability (Civil Rights Act, 1964 and Americans with Disabilities Act 1990). Job applicants are screened based on what is presented in the Employment Application and criminal background checks are performed following prior applicant authorization. All full-time and part-time paid staff of Historic St. Luke's Restoration are required to complete an Application for Employment. All volunteers of Historic St. Luke's Restoration are required to complete an Application for Volunteerism.

POSITION DESCRIPTION:

The Development Coordinator, in partnership with the Executive Director and Board of Directors, is responsible for the creation and execution of Development Strategies and Tactical Action Plans in the pursuit of achieving organizational charitable revenue goals including operational, planned giving, and capital improvement projects. The Development Coordinator is responsible for engaging new donors and renewing donor commitments following short and long-term strategies for increasing support.

DUTIES:

Operations:

Collaborate with all staff members to identify and manage stakeholder data, including spreadsheets, digital databases, and other records, to enhance fundraising efforts. Focus on converting low-invested stakeholders to highly-invested ones.

Work together with the team to identify opportunities for expanding the stakeholder base which includes donors, cemetery clients, private event rental clients, volunteers, and educational programming patrons. Attend weekly staff and other relevant team meetings as needed. Prepare monthly Development Reports for the Board.

Process and deposit gifts from donors, grants, and sponsors. Maintain and update the DonorPerfect Online and ConstantContact databases. Ensure compliance with all fundraising regulations and best practices.

Stakeholder Cultivation and Management:

Collaborate with the Executive Director and Board of Directors to identify and manage fundraising campaigns, grant opportunities, and sponsorships. Oversee the implementation and execution of annual fundraising strategies to achieve year-end goals.

Coordinate the entire grant cycle process, including identifying, researching, contacting, gathering, creating, and submitting grant applications. Manage grant funding fulfillment and produce and submit final grant reports. Maintain a grant calendar that tracks upcoming applications and reporting deadlines. Stay informed about grant funding policies, regulations, and procedures.

Produce and maintain detailed fundraising dossiers on highly qualified donors and prospects. Engage donors via on-site and off-site meetings, events, and multimedia communications to re-engage them and encourage ongoing support.

Prepare and send timely personalized thank-you notes and letters upon receiving gifts (either in-kind donations or monetary contributions), grants, and sponsorships. Create and distribute monthly email campaigns to all stakeholders.

