



Development Coordinator

Job Title: Development Coordinator

Supervisor: Development Director

Location: Wilson Center

Position Type: Full-time

Exemption Status: Non-exempt

The Development Coordinator will be responsible for strengthening the fundraising and development of Preston Taylor Ministries (PTM). Fundraising efforts ultimately allow PTM to live out its mission of providing opportunities for children to experience “joy-filled friendships” and to pursue their “God-inspired dreams.” The Development Coordinator will work closely with the Development Director in all development and fundraising endeavors for PTM.

Roles and Responsibilities

Development & Fundraising

- Assist Development Director with event planning for special events such as large-scale luncheons, fundraising dinners, and the annual golf tournament. (Special events include: Songwriters Night, Capture the Flag, Giving Thanks Dinner, etc.)
- Organize and support planned giving and annual giving campaigns
- Record revenue and track expenses for assigned events
- Support all other donations, giving campaigns, and fundraising related needs at PTM
- Maintain department calendar, schedule events, and manage timelines

Communication and Marketing

- Maintain and update PTM website content
- Create and post social networking content for PTM
- Write and design PTM external and internal marketing content including flyers, PTM Post newsletter, emails, and other written materials
- Coordinate with production agencies and vendors that host events on behalf of PTM
- Serve as key proofreader on all marketing materials

Donor Relations

- Maintain thorough documentation of fundraising activities, contributions, and donor database
- Enter donor information, create deposit slips, and send receipts to donors
- Pull reports from donor database as needed by departments
- Prepare fundraising summary materials for organization leadership, board members, partner organizations, or the public

Qualifications and Education Requirements:

Bachelor's or Associate's Degree in a related field

Minimum 1-3 years relevant experience

Experience planning and coordinating events

Preferred Skills:

Ability to prioritize and handle multiple projects simultaneously

Familiarity with programs including but not limited to: Canva, Adobe Creative Suite, Buffer, and email marketing platforms

Excellent written and verbal communication skills

Excellent interpersonal skills with staff, vendors, and donors

Ability to handle confidential information with discretion

PTM is an equal opportunity employer.