



## JOB DESCRIPTION

**Job title:** Development Coordinator

**Grade:** Coordinator

**Location & travel:** Remote. North America preferable for collaborative purposes but open to candidates from elsewhere. International travel 1-2 times annually for team meetings.

**Reporting to:** Director of Development

**Key contacts:** Director of Communications, A Rocha International Communications/Development team, The A Rocha International team, the A Rocha Development Collective (fundraisers from around the A Rocha Worldwide Family).

**Terms:** 30 hours per week, initially as maternity cover (10-12 months) with potential to extend subject to budget. Schedule dependent on time zone and agreement.

**Purpose of position:** To support the vision and mission of A Rocha by maintaining donor relationships, managing internal systems, and increasing income.

### Key responsibilities

#### 1. CRM management

- Alongside others in the development team, inputting and managing donor profiles within Salesforce.
- Checking the donor general email for inquiries and forwarding or responding as appropriate.
- Ensuring that the development team is successfully informing, thanking and appealing to our donor base in an appropriate and timely manner.
- Documenting donor communications within our CRM to ensure appropriate contact with donors.
- Managing mailing lists, including monthly updates and exporting contact data for mailouts etc.

## **2. Grant writing and reporting**

- In conjunction with the development team and Executive Director, writing and successfully communicating A Rocha's core values and focus for grants or foundations in reports and proposals.
- Researching grants and foundation opportunities globally and locally.
- Liaising with AR USA on US foundation and grant opportunities.

## **3. Creating new funding avenues**

- Taking initiative in researching, contacting and landing new funding avenues. Emphasis on corporate, foundation and church donors.

## **4. Supporting campaigns**

- Alongside the ARI communications and development teams, creating content for online campaigns.
- Ensuring third parties receive applications by deadlines. Guaranteeing we are appealing to the right donor base in a professional and engaging manner.

## **5. Supporting financial reporting**

- Alongside the development team, working with the financial team on internal monthly and annual financial reporting. Creating visuals and graphs to easily display our outcomes and projections.

## **6. Maintaining and updating fundraising web pages**

- Alongside others in the communications and development teams, editing and improving A Rocha International's fundraising web pages (the campaign page, donate page, etc.).
- Being a point of contact for third parties such as Stripe, FundraiseUp, etc.

## **7. Event support**

- Alongside the ARI communications and development teams, supporting virtual and in-person events by creating invitations and promotional materials, and coordinating the provision of whatever is needed for the event itself (banners, sign up forms, handouts, Powerpoint design etc).
- Being present at events when required and ensuring follow up with attendees is done in a professional and timely manner.

## **9. Other**

- Attend online meetings as required. Assist in the administration of online meetings
- Input into development of policies where appropriate
- Other tasks as required

## PERSON SPECIFICATION

Experience & qualifications	Essential	Desirable
Undergraduate degree, ideally in a relevant field such as communications/marketing/journalism		
Experience of working within brand guidelines		
Proven track record for creating excellent copy across multiple channels		
Experience with donor/clientele management		
Experience in maintaining internal systems		
A self-starter with energy and initiative, able to work independently as well as in a team		
Understanding of analytics and using data to inform fundraising outputs		
Highly organized and able to manage multiple projects, deadlines and tasks concurrently		
Committed to investing in strong team relationships in a mostly-virtual context.		
Competence with CRM and other internal systems		
Experience working and/or living cross culturally		
Experience working for a non-profit, even better if in the nature conservation space		
Experience with content creation for events		
Experience with fundraising in the corporate, foundation and church spaces		
2+ years of professional communications or fundraising experience		

Skills and personal qualities	Essential	Desirable
A committed Christian, able to affirm <a href="#">the A Rocha Commitment to Creation Care</a>		
A love and appreciation for nature, concern for biodiversity loss, and broad understanding of the issues and discourse in nature conservation		
Excellent written and spoken English		
Proven creative thinker, with ability to generate forward-thinking and relevant ideas		
A passion and proven aptitude for fundraising		
A self-starter with energy and initiative, able to work independently as well as in a team		
Understanding of analytics and using data to inform fundraising outputs		
Highly organized and able to manage multiple projects, deadlines and tasks concurrently		
Committed to investing in strong team relationships in a mostly-virtual context.		
Fluency in a language other than English		
Familiarity with Salesforce, MailChimp and other fundraising software		
Understanding of the potential and limitations of AI in charity communications		
Positive and solution-oriented outlook		