



## Job Description: Development Coordinator

### General Description

This position will be responsible for:

- † supporting our advancement, outreach, and fundraising initiatives

### Well Core Values

The qualified candidate will be aligned with the Well's Core Values:

<p><b>1. Jesus Centered</b></p> <ul style="list-style-type: none"> <li>○ Proclaims Jesus as Lord and Savior</li> <li>○ Follows spiritual disciplines (study, prayer, fasting, fellowship, worship, confession, personal reflection, Sabbath, service, solitude, submission, giving)</li> <li>○ Seeks Jesus in our personal journey, recognizes the journey with Jesus is unique to us, and celebrate the work He is doing through us</li> <li>○ Seek Jesus and allow ourselves to be led by the Spirit</li> </ul>	<p><b>2. Servant Hearted</b></p> <ul style="list-style-type: none"> <li>○ Displays the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) Galatians 5:22-23</li> <li>○ Equip others to serve</li> <li>○ Help others even with it is uncomfortable</li> <li>○ Serve for the benefit of others by putting their needs ahead of our own</li> </ul>
<p><b>3. Relational</b></p> <ul style="list-style-type: none"> <li>○ An active listener who is present in the moment</li> <li>○ Willing to step toward a new relationship and engage with people not like us</li> <li>○ Gets to know and speaks positively about our teammates</li> <li>○ vulnerable, encouraging and spurs teammates</li> <li>○ Maintains health boundaries with others</li> <li>○ Quickly resolves conflicts and give grace when others mess up by following Matthew 18</li> </ul>	<p><b>4. Kingdom Minded</b></p> <ul style="list-style-type: none"> <li>○ Has the eyes to see individuals and how God created them – all made in God's image Genesis 1:27</li> <li>○ Unshockable in what the world throws at us</li> <li>○ Focuses on God's glory and maintain an eternal mindset</li> <li>○ Has a goal of advancing the gospel on earth and reaching the lost</li> <li>○ Willing to partner with other kingdom minded organizations</li> </ul>
<p><b>5. Stewardly</b></p> <ul style="list-style-type: none"> <li>○ Believe that The Well is God's and faithfully steward its resources (time, talent, treasure)</li> <li>○ See our role within the ministry as a calling and stand firm in that calling</li> <li>○ Passionate about and advocate for the mission of The Well through words and actions</li> <li>○ Offers prayers for the ministry, those we serve (clients, volunteers, donors, and partners), and our teammates</li> <li>○ Moves forward as a united team when a decision is made</li> </ul>	<p><b>6. Growth Minded</b></p> <ul style="list-style-type: none"> <li>○ Seeks the Spirit's leading, and our growth is dependent on our obedience</li> <li>○ Has a desire to be a life-long learner</li> <li>○ Open minded and seeks to understand the perspective of others</li> <li>○ Recognizes that personal growth feeds organizational growth</li> <li>○ Open to change and encourage creativity and idea sharing</li> <li>○ Has the courage to step forward into the new and unknown</li> </ul>

### Desired Skills and Character Traits (1 Timothy 3:1-13)

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|---|---|
| † Servant-minded and submissive in spirit | † Flexibility                                     |
| † Hospitable                              | † Disciplined with time and effort                |
| † Team player                             | † Prompt  |
| † Exemplary integrity and work ethic      | † Organized, detail oriented, and process focused |
| † Teachable spirit                        | † Able to maintain confidentiality                |
| † Discerning in conversations             | † Professional                                    |
| † Eagerness to contribute                 | † Diligence                                       |

### Desired Spiritual Gifts (1 Corinthians 12:1-31; Romans 12:1-21)

- † **Administration:** Able to develop and implement organizational processes. Training materials
- † **Leadership:** Able to lead others by example with clear direction and wisdom
- † **Discernment:** has the ability to distinguish, discern, judge or appraise a person, statement, situation or environment.
- † **Serving:** a focus on meeting needs, both in those we serve and those that serve alongside us
- † **Helps:** Renders support or assistance to others to free them up for ministry

### Key Areas of Responsibility

- Event Coordination
  - Assist with planning, marketing, communication, and execution of events that support The Well's development and outreach goals.
  - Coordinate logistics for special events, donor appreciation gatherings, and fundraising initiatives.
- Grant Writing & Research
  - Support the implementation of the Development Plan, incorporating strategies such as annual appeals, corporate giving, major donors, grants, social media, and special events.
  - Research and assist in writing, submitting, and tracking federal, state, and local grants for current and future expansion.
- Marketing & Communications
  - Develop and implement digital and print promotional materials aligned with The Well's branding guidelines.
  - Assist in managing The Well's website and social media platforms to increase engagement and outreach.
- Administrative Support
  - Provide administrative support for Advancement, Marketing, Communications, and Development teams.
  - Manage and coordinate the Chief Development Officer's schedule and calendar.
- Training & Brand Management
  - Assist with training staff on The Well's branding guidelines.
  - Provide training on digital marketing tools such as Canva and Meta Business Suite.