

**[Church Name]**  
**Church Fundraising Coordinator Job Description**

**Job Title:** Church Fundraising Coordinator

**Reports To:** Church Administrator

**Position Status:** Full-Time

**Purpose**

The Church Fundraising Coordinator is a responsible for supporting the church fundraising operations for all of [Church Name]. This individual will report directly to the Church Administrator.

**Job Responsibilities and Duties**

The general responsibilities include:

1. Coordinates fundraising strategies.
2. Responsible for supporting major fundraising programs.
3. Monitoring the day-to-day activities of the Church Fundraising department.
4. Contributes to the accomplishment of the Church Fundraising objectives by providing logistical and administrative support including:
  - a. Church Fundraising Record Management
  - b. Generating Reports for Church Fundraising
  - c. Providing Assistance to Church Fundraising Field Reps
  - d. Church Fundraising Event Planning
5. Assists in the development of fundraising goals and soliciting funds and donors.
6. Work with Board of Directors.
7. Coordinate with other committees (fundraising, budget, financial, etc.) for dates, numbers, budgets and often write grant proposals to solicit funding from external resources.

**Position Requirements:**

Position requirements include:

1. Church Fundraising Experience (2 or more years preferred)
2. Prior Administrative Experience Preferably in Nonprofit or Ministry and/or Fundraising Environment
3. Project Management Experience a Plus
4. Excellent Interpersonal, Communication and Time Management Skills
5. Personal Core Beliefs must be in Alignment with those of [Church Name]
6. Possess a Reputation of Honesty and Integrity in all Personal Dealings and affirm [Church Name] Statement of Faith, Values, Vision and Purpose.
7. Willing to Travel on Occasion

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Employee

Date

Revised: \_\_\_\_\_