



Job Title: Fundraising Coordinator
Location: Houston, TX
Type: Salaried, Full-Time
Reporting to: Chief Executive Officer

WHO WE ARE

The mission of Faith In Practice is to improve the physical, spiritual, and economic conditions of the poor in Guatemala through short-term surgical, medical, and dental mission trips and health-related educational programs. Our mission is based on an ecumenical understanding that as people of God we are called to demonstrate the love and compassion that is an outward sign of God's presence among us. Faith In Practice's life-changing medical mission is to minister to the poor, while providing a spiritually enriching experience for our volunteers.

JOB SUMMARY

The Fundraising Coordinator develops and manages Share The Mission, our volunteer fundraising program, through the planning and implementation phases. This role is the first point of contact for the organization's volunteer fundraising program and maintains relationships with volunteers and donors by assisting them with the online fundraising platform. As part of the Development team, this role collaborates on other fundraising initiatives and works closely with other departments to ensure program success.

KEY TASKS AND RESPONSIBILITIES

VOLUNTEER AND DONOR ENGAGEMENT

- Regularly communicate with volunteers and team leaders to encourage and support them in their fundraising efforts.
- Create content plans and implement communication strategies to help teams reach their fundraising goals.
- Serve as the first point of contact for volunteers with questions about Classy, the online platform for our peer-to-peer fundraising program; field requests and assist with troubleshooting.
- Design and build team fundraising pages, templates for individual fundraising pages, and Share The Mission communication templates.
- Assist volunteers with set-up and personalizing pages.
- Provide fundraising updates to Guatemala staff for each team's in-country orientation.
- Provide weekly Share The Mission reports and give fundraising updates weekly in staff meetings.
- Update the content of the Share The Mission resources annually.
- Project manage the organization's monthly giving program and recurring donor engagement.
- Assist in producing volunteer, fundraising, and event-related communications as needed.
- As part of the Development team, collaborate on planning and executing other fundraising initiatives and donor engagement plans as needed.

PROGRAM MANAGEMENT

- Plan and implement fundraising strategies to meet Share The Mission program goals.
- Incorporate industry best practices to grow the volunteer fundraising program, increase participation, and improve user experience.
- Track program performance and ensure consistency between Classy and Salesforce reports.
- Work with the Accounting team to flag gifts that are linked to wrong individual/campaign.

- Track program performance over time and build reports to assist with the budgeting process.
- Use analytics/metrics and user feedback to inform and improve online campaigns.
- Serve as a point of contact with vendors and third-party service providers.

DATABASE SUPPORT

- Have strong working knowledge of volunteer database functions, queries, and reports.
- Pull development reports, as well as mailing lists for print and electronic communications.
- Monitor data sharing between the fundraising platform and our database to flag any issues.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited university
- 2-3 years related experience and/or training; or equivalent combination of education and experience.
- Enthusiasm for working with volunteers.
- Outstanding written and verbal communication skills for a variety of audiences.
- Detail-oriented with strong project management skills.
- Proactive and solutions-based attitude.
- Team player and able to coordinate and communicate well with other departments.
- Ability to evaluate data, draw conclusions and make recommendations.
- Proficient in Microsoft Office Suite.
- Proficiency in Classy or a similar digital fundraising platform a plus.
- Proficiency in Salesforce a plus.
- Some knowledge of graphic design programs such as Canva or InDesign a plus.
- Proficiency in Spanish a plus.