



canada • colombia • germany • iraqi
kurdistan palestine • united states

christian peacemaker teams

building partnerships to transform
violence and oppression

POSITION DESCRIPTION

Development Coordinator

POSITION SUMMARY

This full-time (40 hours/week) administrative position coordinates CPT's efforts to expand our financial capacity and build fiscal sustainability. It involves close collaboration with a Development Working Group (including the Administrative Director, Canada Coordinator, Communications Coordinator, and Outreach Coordinator) and other relevant staff.

Responsibilities include creating and implementing funding strategies, providing administrative oversight, cultivating major gifts, overseeing donor acquisition and renewal, writing and managing grants, organizing events, and participating in the overall work of the Administrative Team.

The position involves some international travel to meetings and/or project sites each year.

ACCOUNTABILITY

The Development Coordinator reports to the Administrative Director. This position description provides the framework for accountability and evaluation.

PEACEMAKER CORPS QUALIFICATIONS

Successful candidate must participate in a month-long training program to become a member of CPT's Peacemaker Corps.

- Strong commitment to CPT's [mission, vision, and values](#)
- Commitment to the practice of active nonviolent peacemaking as part of a team in settings of intense conflict and oppression
- Grounding in a faith/spirituality
- Demonstrated commitment to and interest in human rights and social justice
- Experience in and commitment to dismantling racism, sexism, heterosexism, and other oppressions; awareness of ways that oppressions intersect; sensitivity to ways oppression operates differently in different cultural settings
- Understanding of and willingness to participate in decisionmaking by consensus while nurturing a culture of communication and consultation

RESPONSIBILITIES

- Administration & Strategy
 - Create a strategic development plan and update that plan on a yearly basis
 - Provide fundraising training and facilitate donor engagement for Steering Committee and Peacemaker Corps members
 - Establish and lead a Development Working Group
 - Develop and maintain a comprehensive records system
- Major Gifts Cultivation
 - Grow our fundraising program around planned giving and bequests
 - Implement an overall major gifts strategy
 - Oversee cultivation, solicitation, and stewardship of major donors
 - Identify and implement strategies to attract major donors

- Donor Acquisition and Renewal
 - Coordinate regular appeals
 - Develop and implement a plan to attract new donors
 - Expand our use of digital platforms to support our fundraising efforts
 - Increase recurring gifts
 - Coordinate special events
 - Anticipate and plan for possible fundraising campaigns
- Grants
 - Research new grant opportunities
 - Write and manage grants
 - Maintain relationships with granting organizations
- Administrative Team
 - Participate in regular AT conference calls and retreats
 - Engage in special projects and/or AT committee work
 - Actively nurture an undoing oppressions identity for CPT
 - Attend Steering Committee meetings as needed
 - Spend up to one month a year on team as a delegation leader or team member

QUALIFICATIONS

- Education: Secondary school or equivalent required; University degree preferred
- Must be over age 21
- Able to travel across international borders

PREFERRED EXPERIENCE

- Minimum 3 years of fundraising experience in a nonprofit organization
- Serving on, or working directly with, a nonprofit board

COMPETENCIES

- Written and verbal fluency in English required (Spanish, Arabic, and/or Kurdish a plus)
- Database proficiency, specifically CiviCRM
- Proficiency using word processing, email, social media
- Able to recognize and maintain confidentiality
- Able to establish and maintain relationships across a diverse context
- Able to work independently and collaboratively as part of a dispersed team across continents
- Strong organizational and management skills
- Able to lift up to 9 kilograms (20 pounds) and walk 5 kilometers (3 miles) a day preferred

WORKING CONDITIONS

This is a full-time position with the expectation of 40 hours per week average. The normal working hours of CPT are flexible but demanding. Evening and weekend work may be needed. It is understood that work hours may be expanded as needed (e.g. conferences, speaking engagements, newsletter production, field work, etc.), with less than 40 hours a week of work during slower periods.

Approved by:	Development Team
Date Approved:	November 2017
Date Reviewed:	

PO Box 6508 • Chicago, Illinois 60680, USA • Tel: +1-773-376-0550 • Fax: +1-773-376-0549
 peacemakers@cpt.org • www.cpt.org