



## **Development Coordinator Job Description**

***The mission of Geneva Camp and Retreat Center is to create an environment where the presence of God is experienced, the love of Christ is demonstrated, and a Spirit-filled life is inspired.***

**Status:** Full-time, hourly

**Hours:** 40 hours/week

**Reports to:** Director of Development

Geneva welcomes more than 12,000 retreat guests and over 4,000 summer campers each year. Located along Lake Michigan in Holland, Michigan, Geneva offers 1,200 feet of lake frontage and 60 acres of woods and open spaces. Working directly with the Director of Development and Executive Director, this position provides comprehensive administrative support, oversees the entire gift processing and data entry operation, and supports ministry activities and events.

### **QUALIFICATIONS:**

1. Personal relationship with Jesus Christ
2. Commitment to the mission of Geneva Camp and Retreat Center
3. Bachelor's degree or comparable experience
4. Minimum two years administrative support experience required
5. Nonprofit development experience preferred
6. Exceptional organizational skills with impeccable attention to detail required
7. Ability to establish and monitor priorities, maintain flexibility, and meet deadlines
8. Ability to plan, organize and implement projects and events involving staff, donors, and volunteers
9. Ability to manage multiple projects at a given time
10. Possess strong computer and Internet skills including Microsoft Office and the ability to learn and use fundraising software. The core responsibility of this position relies on a strong ability to enter information into the database quickly and accurately.
11. Ability to work successfully with minimum supervision
12. Ability to handle confidential donor/constituency information with sensitivity and integrity
13. Good written and verbal communication skills, ability to use correct grammar/spelling/punctuation, and proof other's work
14. Ability to communicate clearly, helpfully, and in a friendly manner on the phone and in person
15. Desire to continually update skill in the use of emerging workplace technology
16. Ability to work cooperatively with others in a team setting

### **RESPONSIBILITIES AND DUTIES:**

- Maintain constituent database in a timely manner – record all donations and produce corresponding acknowledgement letters.
- Update and research constituent profile information to ensure data integrity.
- Manage the implementation of direct mail and individual giving campaigns including managing the various project timelines.
- Perform reconciliation of gifts with the finance department.
- Perform database queries for analysis, mailings, and events.
- Organize, implement, oversee, support and attend Geneva related events.
- Provide customer service to donors and other constituents by confirming receipt of contributions and fielding inquiries.
- Any other duties assigned to assist the office staff.

### **Why you might want to work with us:**

In addition to stewarding a vibrant ministry, you will be part of a mission-oriented staff who love to share the good

news of Jesus Christ by showing love and hospitality. At Geneva, we invite the community (both youth and adults) to step away from the busyness of their everyday schedules to hear God's call on their lives. We serve in one of the most beautiful environments of God's creation with an energetic team who gets things done and has fun while doing it.

**How to pursue the opportunity further:**

Learn more about Geneva at [www.campgeneva.org](http://www.campgeneva.org)

Submit a cover letter and resume to [sherry@campgeneva.org](mailto:sherry@campgeneva.org).