MANHEIM COMMUNITY LIFE GROUP

DEVELOPMENT COORDINATOR

Part-Time | 25 Hours per Week | On-Site and Remote as Appropriate
Reports to: Executive Director
Works Collaboratively With: Programs Director, Fundraising Committee, and other MCLG staff

POSITION SUMMARY

The Development Coordinator supports the mission and growth of Manheim Community Life Group (MCLG) through event coordination, marketing, communications, and development support. Working with the Executive Director, this position strengthens public awareness, communicates program impact, and supports fundraising efforts.

EVENT & FUNDRAISING SUPPORT

- Coordinate fundraising and organization-wide events with the Executive Director and Fundraising Committee.
- Manage event timelines, registration, materials, logistics, expenses, and records.
- Recruit, schedule, and coordinate volunteers for fundraising and organization-wide events.
- Coordinate MCLG participation in community and church events as directed.
- Work with the Executive Director on event goals, sponsorship needs, donor-related activities, and follow-up.

MARKETING & DIGITAL COMMUNICATIONS

- Create, schedule, and publish social media and digital content.
- Develop graphics and promotional materials for programs, events, and fundraising.
- Maintain a content calendar and keep digital information accurate and current.
- Capture and organize appropriate photography and video content.
- Communicate MCLG's impact, needs, and opportunities for involvement.

WEBSITE & BRAND MANAGEMENT

- Support website redevelopment and ongoing improvements.
- Maintain current website content, including programs, leadership, events, and ways to get involved.
- Apply approved branding and messaging consistently across public communications.
- Maintain organized digital files, visual assets, and communication templates.

DEVELOPMENT COORDINATOR

COMMUNICATIONS & DEVELOPMENT SUPPORT

- Develop and maintain a communications strategy with the Executive Director.
- Design, format, and distribute newsletters and other communications using content and messaging directed by the Executive Director.
- Support fundraising campaigns through communications, materials, and administrative coordination.
- Support donor cultivation and stewardship through thank-you communications, follow-up, donor engagement, and relationship-building, in coordination with the Executive Director.
- Maintain development records and materials.
- Perform other reasonably related duties assigned by the Executive Director.

QUALIFICATIONS & CHARACTERISTICS

- Strong organizational, planning, and project management skills.
- Strong writing, editing, proofreading, and verbal communication skills.
- Experience with social media, digital content, website management, and design tools.
- Photography and basic video content creation skills.
- Ability to maintain consistent branding and organizational voice.
- Ability to manage priorities and deadlines independently and collaboratively.
- Professional relationship-building skills and discretion with confidential information.
- Comfort using shared documents, digital communication tools, and current technology.
- Nonprofit development, events, marketing, communications, or related experience preferred; DonorDock or similar CRM experience is a plus.
- Dependability, flexibility, and commitment to MCLG's mission.

SCHEDULE & POSITION REQUIREMENTS

- Work 25 hours per week with flexibility for occasional evenings and weekends based on event and organizational needs.
- Attend all organization-wide events.
- Be available on-site for meetings, events, photography, video, and other in-person responsibilities; other work may be completed remotely as appropriate.
- Obtain and maintain all clearances required by MCLG and applicable law.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this job description and understand my responsibilities and expectations. This description outlines the general nature and level of work and may be revised as MCLG's needs evolve.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name and Title: _____

Supervisor Signature: _____ Date: _____