



JOB DESCRIPTION:

Please send your resume to Jacqueline Holloway, Jholloway@cvrn.org

Title: Business development coordinator

Hourly Position: Full time based on 40-hour work week. Annual salary \$60,000-\$65,000.

Duties and Responsibilities:

1. Working with the Development Director for fundraising and public relations work for Coachella Valley Rescue Mission including programs for monthly donors, churches, businesses, and grantors.
2. Working effectively with the Development Director, Board of Directors, and Staff to oversee the implementation of the Mission's fundraising plans in a timely and effective manner.
3. Attending fundraising meetings as needed and providing recap of the meeting to the committee participants.
4. Be knowledgeable about CVRM operations, share passion to everyone through tours, outside speaking engagements and personal contacts.
5. Provide regular reports the Development Director as required.
6. Coordinate fundraising events, planning Mission events, and social media releases. Establish relationships and networking.
7. Communicate with all staff for upcoming events and maintain the Event calendar for the Mission's public events.
8. Local travel within 30-mile radius of the Mission, 30% of the time. No overnight travel required.
9. Other duties as assigned by the Development Director.

Skills and Abilities:

1. Team player, amazing interpersonal skills, high energy and passionate about CVRM.
2. Strong strategic development skills and the ability to develop plans to advance the work of the Mission.
3. Strong organizational skills including the ability to manage and coordinate multiple processes at the same time.

4. Working knowledge and experience with Microsoft programs (Word, Excel, PowerPoint), and ability to learn a new system. CRM software experience is a plus.
5. Excellent writing and oral communication skills.
6. Social media marketing experience is a plus.
7. Full agreement and commitment to the mission and statement of faith of the Mission.
8. Excellent time management and problem-solving skills.

Qualifications:

Education: Bachelor's Degree in Business, Communication, Journalism or equivalent.

Experience: 1–3-year minimum fundraising experience; non-profit organization experience preferred; sales experience.

Reports To: Development Director

CVRM benefit package includes:

- **Medical insurance**
- **Vacation and sick pay**
- **7 paid Holidays**
- **401k match of 4%**
- **Cell phone allowance**
- **Life Insurance**