



Mission Statement: Hope House Raleigh empowers parenting teenage moms to strive for personal and economic self-sufficiency and to understand their significance in God's sight, resulting in a healthy future for them and for their children.

Position Title: Development Coordinator	Exemption Status: Part-time, Exempt
Reports To: Executive Director	Salary Range: \$30,000-\$32,000
Benefits Eligibility: Full benefits eligibility begins on the first of the month following 30 days of continuous employment. Benefits include a monthly healthcare stipend, a 401(k) plan with an organizational match, 15 days of Paid Time Off (PTO), and 11 paid holidays.	
Work Environment: This role is expected to work 30 hours/week at the Resource Center, except when offsite for work-related purposes. The schedule is 6 hours/day Monday-Friday; however, this role will be required to work some scheduled evenings and weekends.	

Position Summary

The Development Coordinator plays a vital role in advancing the mission of Hope House Raleigh (HHR) by raising funds for the organization, donor stewardship, communications, and community engagement. This position is responsible for coordinating development activities, maintaining donor relationships through exceptional stewardship, assisting with grant management, supporting fundraising events, and ensuring consistent communication with donors and supporters.

The Development Coordinator will work collaboratively with the Executive Director to help build a sustainable culture of generosity while sharing the story and impact of Hope House Raleigh throughout the community. Because Hope House Raleigh is a growing startup nonprofit, this position requires flexibility and a willingness to assist with a variety of projects beyond those specifically listed. Team members should be adaptable and excited to help build the organization during its formative years.

Qualifications

Requirements

- Must be committed to [HHR's Core Values](#) and continually working towards the organization's mission and vision.
- Must pass a criminal background check, driving record check, and drug screen.
- Must have a valid driver's license, reliable transportation and current auto insurance.
- Must be willing to help and interact with the moms and children we serve.

Desired Skills and Attributes

- Strong relationship skills, and ability to make specific asks of donors
- Experience with grant writing and online fundraising platforms
- Excellent organizational and time-management skills
- Strong written and verbal communication abilities
- High level of attention to detail and accuracy
- Ability to maintain confidentiality and exercise discretion
- Experience with donor management software (CRM)
- Proficiency in Microsoft Office and Google Workspace
- Experience managing social media and email marketing

Education or Training

- Associate's or Bachelor's degree in Nonprofit Management, or least two years of experience in fundraising, communications *and* marketing
- CPR and First Aid Certified, or willingness to obtain certifications

Key Responsibilities

Donor Relations & Stewardship

- Maintain accurate donor records using the organization's donor management system
- Process donations and ensure timely gift acknowledgments and tax receipts
- Coordinate donor appreciation events and recognition activities
- Assist with donor communications and stewardship plans
- Make thank you calls and handwritten notes to donors consistently
- Track donor engagement and prepare reports for the Executive Director

Fundraising Support

- Coordinate fundraising campaigns throughout the year
- Prepare fundraising materials, appeals, and campaign communications
- Oversee income streams, track fundraising progress and campaign metrics, and make adjustments as needed to achieve fundraising goals
- Assist with donor prospect research
- Support the Executive Director with donor meetings by preparing materials and follow-up

Grants

- Research grant opportunities
- Assist with preparing grant applications and supporting documents
- Track grant deadlines, reporting requirements, and outcomes
- Maintain organized grant files and calendars

Events & Volunteer Coordination

- Assist in planning and coordinating fundraising events
- Recruit and communicate with event volunteers

- Coordinate event logistics, registrations, sponsorship materials, and follow-up
- Support community outreach events and speaking engagements

Marketing & Communications

- Promote the values of HHR throughout the organization and external relationships
- Oversee social media planning and content creation
- Coordinate email newsletters and donor updates
- Help maintain the organization's website with current information
- Collect and share stories of impact while protecting client confidentiality
- Ensure branding remains consistent across all communications

Core Competencies

- Organization and Project Management
- Donor Stewardship
- Relationship Building
- Communication
- Event Coordination
- Teamwork and Collaboration
- Attention to Detail
- Initiative and Adaptability
- Strong in Faith and Integrity

Other Requirements

- Collaborate with staff and perform job duties to advance the organization's mission and vision
- Demonstrate ability to work independently and within a team, seeking guidance as appropriate
- Attend team and organizational meetings, activities, and events
- Comply with all organizational policies and procedures
- Occasional evening and weekend work for fundraising events and community activities
- Ability to work at a computer for extended periods
- Ability to lift up to 25 pounds for event setup and materials
- Local travel within Wake County for meetings and events

Success Measures

- Ensure every donor receives timely and meaningful acknowledgment
- Maintain accurate donor records and development reports
- Successfully coordinate fundraising campaigns and special events
- Increase donor engagement through consistent communication and stewardship
- Assist in securing grants and sponsorships
- Strengthen the organization's visibility through marketing and community outreach
- Provide dependable administrative support that enables the Executive Director to focus on cultivating donors, building partnerships, and leading the organization's mission