



Job Description

Job Title: Development Coordinator

Reports to: Director of Donor Development

FLSA Status: Non-Exempt

Date Last Revised: June 2026

Job Summary

The Development Coordinator manages the administrative and operational components of fundraising, ensuring accurate records, timely acknowledgments, and strong execution of development activities.

Duties and Responsibilities

- Manages donor database and gift entry.
- Processes donations and acknowledgments.
- Maintains donor records and reports.
- Supports campaigns and event logistics.
- Assists Director with scheduling and tracking.
- Ensures compliance and documentation.

Minimum Qualifications

- Associate or bachelor's degree preferred.
- One to three years of administrative or nonprofit experience.
- Active Christian faith with a commitment to supporting the Christ-centered mission, values, and culture of Genesis Community Health.
- Strong attention to detail.
- Experience with databases or CRM systems.
- Strong organizational skills.

Working Conditions and Physical Demands

- Ability to work on a computer for extended periods.
- Ability to meet deadlines.
- Ability to work in a dynamic environment.