



The Micah Project NEW JOB DESCRIPTION

JOB: Micah Project Development Coordinator

REPORTS TO: Executive Director

OBJECTIVE OF ROLE:

The Micah Project seeks a part-time Development Coordinator tasked with creating and executing a development strategy for the organization. The Development Coordinator is responsible for maintaining and growing our relationship with our current support base as well as seeking out and actively pursuing new funding sources. The Development Coordinator will work with a communications team comprised of the Honduras-based Executive Director and Communications Coordinator as well as our US Board of Director’s development task force.

KEY CHARACTERISTICS OF CANDIDATE:

- A heart for Micah, and specifically for marginalized street-connected youth
- Some form of ministry/missions experience would be helpful
- Belief that, through God, freedom is possible
- Ability to grab hold of another’s vision and communicate that vision to others who may or may not be able to touch, see, or feel it firsthand
- A self-starter who’s not looking for significant direction
- Ability to occasionally travel to Honduras
- Can be trusted to speak on behalf of Micah staff and/or board; well-spoken and spiritually mature
- Experience with founder-based ministries preferred, experience with non-profits preferred, fundraising experience preferred
- Ability to ask for donations
- Ability to effectively lead and direct a team of volunteers, both locally and in other parts of the US



DEVELOPMENT AND COMMUNICATIONS RESPONSIBILITIES:

- Assists Executive Director to ensure that the Micah Project has a long-range development strategy, which achieves Micah's mission
- Achieves consistent and timely progress toward the long-range development strategy
- Working with the Development Task Force and the Board of Directors, establishes a fundraising goal and develops a strategy to meet or exceed that goal throughout the year
- Oversees the development strategy, including a communication plan established by working with the Communications Team; this will include a communications calendar and budget that delineate milestones and strategy
- Searches continually for new funding sources: individuals, churches, foundations and corporate grants, estate planning, etc.
- Ensures all names and contact information from all fundraising events (fun runs, dinners, vision trips, etc.) are entered and sourced through donor database
- Holds a regular meeting with the Communications Team (communications coordinator, content writers, graphic designers, website developer, social media guru, etc.) to plan and coordinate communications efforts; helps the on-the-ground communication staff understand how communications are being received/interpreted by constituents and what gaps exist in communication
- Organizes and/or coordinates, with a team of volunteers, a variety of US Micah events in order to cultivate the support of donors and potential donors
- Coordinates and supports Micah staff visits as well as Micah graduates/Micah young men visits to the US; works with US Board and long-time Micah supporters to plan and organize fundraising and awareness events at private homes and churches
- Once experienced in role, meets with individuals and/or churches to share Micah vision as well as handling various aspects of Micah business; when needed, coaches Micah graduates on interaction and communication with US friends and potential supporters
- Follows up with US visitors to the Micah Project to further engage them in the life of the project
- Analyzes short and long-term trends in giving to advise board and staff on funding status
- Executes periodic surveys (formal or informal) of Micah constituents to receive feedback about quality/quantity of communication
- Promotes active and broad participation by volunteers in all areas of the Micah Project
- Represents the vision and ministries of the Micah Project to agencies, organizations, and the general public
- Aids in the recruitment of Micah volunteers based in the US
- Maintains a working knowledge of significant developments and trends in communication

If you're interested in fulfilling this role, please contact us at micahproject12@gmail.com or by calling 713.325.1282.

