

**Episcopal Farmworker Ministry  
Development Coordinator Job Description**

**Position:**                    **Development Coordinator**

- Description: The Development Coordinator will coordinate all nonprofit fundraising activity for the organization including outreach to and building and maintaining relationships with foundations, educational institutions, Episcopal parishes and dioceses across NC, denominational entities, supporters and other funders as well as youth and mission groups who visit EFM's facility. The position will focus on developing, coordinating and managing the organizations fund-raising plan including writing and submitting grant applications, identifying sources of support and funding, donor solicitation, corresponding with, presenting to and meeting with donors and supporters. Duties will also include development of all public relations and fundraising materials and coordinating presentations and media. EFM seeks a dynamic individual with a passion for the farm worker community and who is comfortable working with a religious nonprofit and its many partner organizations.

**Salary range:**            Competitive salary and benefits commensurate with experience.

**Classification:**        Full time. Position is grant funded through end of 2013 with potential for ongoing support.

**Qualifications:**

- Demonstrated ability in non-profit and/or religious grant writing, building and maintaining ongoing relationships with funders, donors and volunteer project participants.
- Experience working with nonprofit boards of directors, staff and volunteers.
- Ability to travel, weekend and some evening work required.

**Performance Responsibilities:**

- Provide leadership and coordination for EFM fundraising efforts.
- Understand and actively promote EFM and its mission to the public and partner organizations, parishes, other denominations, institutions, foundations, and supporters.

For a more detailed job description, you may contact:

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