

**Job Title:** Development and Volunteerism Coordinator  
**Reports to:** Director of Development & Communications  
**Organization:** Christian Service Center for Central Florida  
**Location:** 808 W. Central Blvd., Orlando, Florida 32805  
**Date Available:** Feb. 1, 2021

### Position Summary

Join one of Central Florida's oldest and most established social service agencies. Our mission is to prevent homelessness, combat poverty, cultivate self-sufficiency, restore hope and glorify God through the faithful provision of services that directly address physical, emotional and spiritual needs for families and individuals who are struggling in Central Florida. With locations in Downtown Orlando, Winter Park and Ocoee the Christian Service Center has been serving Central Florida families with compassion and care for 49 years.

### Pay and Benefits

Full-Time, Salary \$32,000.00 - \$35,000.00 per year

Benefit Conditions: Waiting period may apply

Benefits: Dental insurance, Flexible schedule, Health insurance, Paid time off, Professional development assistance, Vision insurance

### Job Summary

The Christian Service Center for Central Florida is seeking a Development and Volunteerism Coordinator to be based in its administrative office in the Parramore district of Downtown Orlando. This is a full-time, salaried position for a professional interested in a career in nonprofit management or helping improve their community.

The right candidate will assist with the creation and execution of fundraising initiatives for the organization including grant writing and reporting, fundraising events, donor relations, and marketing for a respected 501(c)(3) nonprofit focused on alleviating hunger and preventing homelessness.

### General Responsibilities

This position is designed to complement and assist in fundraising efforts to establish and maintain the financial sustainability of the organization through marketing, event planning and donor cultivation. Reports to and consults with Director of Development & Communications to determine objectives and requirements and to plan the scope and format of fundraising events. Maintains detailed checklists, records, budgets, and timelines of each event. Helps maintain accurate donor records and cultivates donor relationships including individuals, churches, foundations, and corporate sponsors.



### Specific Duties

- Manages volunteer program for all service opportunities across entire organization, tracking online sign-ups, one-on-one phone calls and email follow-ups as needed, goal setting and on-site interaction/relationship building with individuals and groups.
- Makes direct solicitation calls to current, lapsed, and potential donors.
- Timely and consistent Donor Database entry.
- Produces & assists with timely deployment of donor thank you letters, gift acknowledgments, etc.
- Researches grant funding opportunities, manages grant calendar deadlines and reporting schedules.
- Participates and facilitates scheduling of Committee meetings including email reminders, agenda copies, and meeting minutes.
- Performs various administrative tasks (database management, scanning, filing, invoicing).
- Contributes to design and implementation of media campaigns to support development program which may include web-based projects, video creation & editing, social media posts, digital ads, e-mail & direct mail, newsletters, flyers, stationery.

### Required Skills & Experience

- Bachelor's degree and minimum 3 years prior development, marketing, or sales experience.
- Excellent oral and written communication skills.
- Attention to detail and extremely organized, able to organize and manage multiple priorities.
- Leadership ability, able to manage and recruit interns, volunteers and committee members.
- Outgoing team player, ability to professionally speak with a variety of individuals ranging from executive director & staff, volunteers, board of directors, donors, and adults experiencing homelessness and poverty.
- Thorough experience with MS Office (Word, Excel, PPT).
- Social media experience and familiarity with latest social/app trends.
- Journalism or copywriting experience useful.
- Graphics or website design or software experience a plus.
- Donor Perfect or other donor database experience preferred.
- Compassion for the impoverished and less fortunate of your community.

### Physical Demands

This position is a mix of administrative work combined with event planning and execution. Physical demands include days with sedentary desk work at a computer, walking the campus to assist other team members; volunteer management and special event preparation may include leaning or lifting certain office supplies, canned food crates/bags/boxes (20-30 lbs), plus occasional cleaning of office common areas (disinfecting, vacuuming, trash removal). As a salaried position, there may be occasional times during the year when work weeks in excess of 40 hours are expected and will not be subject to compensatory time.

The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specified in this job description.





### How to Apply

Interested candidates, please submit a resume and cover letter to:

[searchcommittee@christianservicecenter.org](mailto:searchcommittee@christianservicecenter.org)



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