Faith in Place Job Announcement
Title: Development Coordinator
Hours: Full-time
Salary: $40,000 plus benefits
Reports to: Development Officer

**Faith in Place empowers Illinois people of all faiths to be leaders in caring for the Earth, providing resources to educate, connect, and advocate for healthier communities.**

**Position Description**
Faith in Place is an interfaith, environmental nonprofit (501c3) organization. Our mission is to empower Illinois people of all faiths to be leaders in caring for the Earth, by providing resources to educate, connect, and advocate for healthier communities.

Faith in Place organizes faith leaders, groups, and members to make a positive environmental impact by starting Green Teams. Green Teams are three or more members of a house of worship who provide cooperative leadership to educate, connect, and advocate for environmental programs and consciousness within the context of their faith community's unique culture, history, and theological practices. Green Teams are trusted messengers, mobilizing their fellow faith community members for environmental action. Faith in Place's vision is to actively coach Green Teams spread across Illinois, reflecting the state's racial, ethnic, language, socio-economic, geographic, and faith diversity. Supporting each other, Green Teams and people of faith lead the environmental movement toward justice. The better coached a Green Team, the easier it is to implement impactful green programs and mobilize to effect change.

The Development Coordinator joins other development and operations staff who work together to raise and track donated funds to support Faith in Place outreach and programming. Donors include individuals, houses of worship, fee for service, corporate sponsors, foundation grants, and government grants across our programs in energy and climate change; sustainable food and land use; water preservation; youth empowerment; and advocacy.

The Development Coordinator will also provide limited support to the Faith in Place Action Fund, a separate 501c4 nonprofit organization. The Faith in Place Action Fund raises memberships and motivates lobbying for environmental justice at the Statehouse in Illinois. The Faith in Place Action Fund uses a number of tools to hold
candidates and elected officials accountable to create more environmental justice jobs in Illinois. These tools include grassroots lobbying, legislator scorecards, questionnaires, interviews, and candidate endorsements.

**Responsibilities**

- Collaborate with the Director of Programs and other staff to gather program information for grant reporting.
- Work with Development Officer to write, manage, and submit grant reports in a timely manner.
- Write grant summaries that outline grant deliverables, reporting, and related details to inform the entire staff team of grant content and requirements.
- Assist Development Officer to maintain a grant and report calendar.
- Support grant applications, such as gathering supporting documentation and data.
- Ongoing update of EveryAction fundraising database, including entering all donor data, generating reports, tracking and reconciling donation systems, and pulling data to create and format email lists.
- Support timely communications with donors and prospective donors, including emails, thank-you notes, and phone calls.
- Support staff and volunteers in arranging logistics and planning for fundraising events.
- Be present at all fundraising events, as assigned.
- Assist with mailings, emails, and other administrative development tasks.
- Support the Operations & Finance Director to update QuickBooks regularly.
- Participate in weekly staff and departmental meetings, quarterly staff retreats, and assigned project teams.
- Other activities as assigned.
- Occasional weekend and evening work required.
- Work is remote during the COVID-19 pandemic. When professional public health guidance determines that the pandemic has receded, at least some work will be at the Faith in Place main office in the Loop in Chicago.

**Qualifications**

- Exceptional organizational skills, attention to detail, and experience in meeting established goals within tight timeframes.
- Exceptional computer skills, including familiarity with standard business computer applications and databases.
- Preferred one to two years of donor management software/database experience; EveryAction (preferred) or other such as Raiser’s Edge, Salesforce, Salsa.
- Strong writing skills.
- Passion for environmental justice issues.
- Willingness and ability to become well-versed in environmental justice issues and all programs offered by Faith in Place.
Entrepreneurial spirit and willingness to learn and grow.
Ability to effectively communicate and work with internal and external individuals from a wide variety of backgrounds, religious traditions, and political beliefs.
Able to process and exercise discretion when handling confidential information and materials.
Bachelor’s degree required; significant professional experience may be substituted.

Additional Benefits
A comprehensive benefits package is offered to full-time employees of Faith in Place. These benefits, with some employee contributions, include medical, dental, vision, life, and short-term and long-term disability insurance, employer matched SIMPLE IRA plan, and transit withholding, and begin the first of the month following start of employment. Up to 20 paid vacation days, 2 paid personal days, and 2 paid sick days will begin after 6 months of employment. Monthly cell phone stipend and, during the COVID-19 work-from-home period, an internet stipend is provided along with a $500 one-time payment to help with home office needs.

Anti-Discrimination Policy
Faith in Place is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

To Apply
Please send a cover letter and resume to Greg Tisher at greg@faithinplace.org.

Posting Date: 03/17/2021