

# Development and Engagement Coordinator

**Job Category:** 30 Hour

**Job Location:** Abbotsford, BC

## Make a Kingdom Impact!

Arrow Leadership Ministries exists to develop Jesus-centred leaders to be led more by Jesus, lead more like Jesus and lead more to Jesus through providing transformational programs, producing exceptional leadership resources and sharpening leaders globally. Arrow Leadership is based in Abbotsford, BC and has deeply invested in thousands of leaders serving in church, parachurch, non-profit and marketplace roles in Canada, the US and around the world. For more information, please visit: [www.arrowleadership.org](http://www.arrowleadership.org)

## Position Overview

The Development Coordinator reports directly to the Development and Engagement Associate to provide administrative support for all development and engagement efforts of Arrow Leadership. This position, while ultimately administrative in nature, contributes directly toward developing Christian leaders for Kingdom impact. Therefore, the candidate should exemplify Arrow's values and alignment with Arrow's mission and purpose while serving others.

## Core Competencies

- **Kingdom First:** *Committed to building God's Kingdom for God's glory.*
- **Purposefully Relational:** *Committed to developing deep, intentional and long-term relationships that lead to heart transformation.*
- **Cultivating Trust:** *Committed to cultivating trust through integrity because trust is the currency of effective leadership.*
- **Wholehearted Service:** *Committed to wholehearted service unto the Lord, overflowing with impact and excellence experienced by others.*
- **Intentionally Collaborative:** *Committed to serving with the broader Body of Christ in sharpening Christian leaders everywhere.*
- A committed Christian with a heart for ministry.

## Role Competencies

- High capacity
- Detail oriented
- Systems thinking
- Engaging personality
- Enjoys interacting with people in person, on the phone and in written contexts
- Self-starter / self-motivated
- Proven ability to prioritize, multiple tasks, work effectively under pressure and meet deadlines
- Ability to handle sensitive and confidential information in a discreet and professional manner
- Ability to foster and maintain positive working relationships

## Key Duties & Responsibilities

### Donor Development Support

- Donation processing and acknowledgement
- Donor data management
- Donation reporting and analytics
- Accurate and timely donor communications

### Engagement Support

- Maintaining applicant tracking systems and processes
- Accurate and timely communications to all Engagement Inquiries and key stakeholders

- Data entry and management
- Record keeping and document preparation

#### General Administration

- Provide warm greetings to general and department specific inquiries
- Professional and engaging communications
- Liaison between Development and Engagement Department with all other Arrow teams for smooth and effective collaboration
- Assist with general Development and Engagement Team administration as required (this may include supporting the broader Arrow Team)

#### Christian Witness

- Ensure the principles of Arrow's Statement of Faith are evidenced and reflected in any communications coming from Arrow and its staff members
- Willingness to pray with others
- Actively participate in prayer daily for the leaders we serve and the programs and services of Arrow Leadership
- Maintain a consistent Christian witness at all times which is fundamental to the mission of Arrow Leadership

#### Arrow Team Participation

- Weekly team meeting, Bible study and devotionals
- Engage in team prayer
- Participate in Arrow programs and events as requested

## **Key Requirements**

#### Experience

- Minimum 3 years administrative experience
- Excellent computer/technology skills (e.g., Office 365, Google Business Apps, etc.)
- Proven competency with data management and communication systems
- Solid communication skills (written and oral) within a wide range of diverse populations
- Working effectively on teams
- Possess a growing relationship with Jesus coupled with strong character and integrity
- The successful candidate for this position must be willing to affirm without reservation the Arrow Leadership Statement of Faith