



Job Description Outreach & Development Coordinator

Report to: Board of Directors

Job summary:

toServe Ministry is looking for someone to help us share our mission, connect with people, and grow community support. This role will focus on building strong relationships with individuals, churches, and businesses, while also helping raise funds through donations, events, and grants. The right person will be passionate about ministry, and eager to play a key role in expanding the impact of toServe in our community.

Duties and Responsibilities:

Community Engagement

- Develop and implement strategies to increase awareness of toServe in the community.
- Build and maintain strong relationships with churches, businesses, organizations, and volunteers.
- Represent toServe at community events, speaking engagements, and meetings.
- Manage communications such as social media and website updates to engage supporters and share impact stories.

Fundraising & Development

- Cultivate and steward relationships with individual donors, church partners, and business sponsors.
- Assist in planning and executing fundraising campaigns and special events.
- Research, write, and submit grant proposals, and maintain grant reporting requirements.
- Track donations and donor communications.

General Ministry Support

- Collaborate with board members and volunteers to align fundraising and outreach with the organization's mission.
- Provide regular updates to the Board on development and community engagement progress.
- Other duties as assigned to support the growth and sustainability of the ministry.

Qualifications:

- Actively involved in a church.
- Commitment to the mission and values of toServe. (www.toserve.org)
- Strong interpersonal skills; able to build relationships with a wide variety of people.
- Excellent verbal and written communication skills.
- Highly organized with the ability to manage multiple projects and priorities.
- Willingness to learn and grow in areas such as fundraising and grant writing
- Self-motivated, dependable, and able to work independently while collaborating effectively with others.
- Adaptable and willing to assist with a variety of tasks to support the ministry's needs.
- Bi-lingual beneficial, but not required.

Work week expectation:

- This is a full-time position of approximately 32 hours per week.
- The work week is typically Monday-Thursday; although primary working hours are during the day, on occasion, some evening and/or weekend work may be required to complete tasks.
- Hourly Rate: \$16.00-\$20.00, depending on experience and skill level.

All interested applicants should send a cover letter and resume to info@toserve.org.