

Development Coordinator

KPCC Counseling is hiring a Development Coordinator. This is a perfect job for a go-getter who is a self-starter, can work independently, likes flexibility, is dependable, collegial, and is able to show up and deliver when needed. This position will work on fundraising projects, administrative projects, and help to plan KPCC workshops, funding streams, and community events.

25 hours a week, flexible hours, could turn into F/T for the right person. Computer skills required, experience in event planning, strong verbal and graphic skills, college degree preferred. Some lifting, some driving expected.

Founded in 1971, KPCC is a non-profit counseling and educational institute and one of the nation's oldest and leading pastoral counseling centers. KPCC is a dynamic, synergistic organization that changes the lives of its clients and the community. We are an accredited, faith-sensitive, counseling center. We meet people where they are and help them get to where they want to be. KPCC is a fun, easy-going, successful non-profit organization doing important and meaningful work in the community.

Duties

Fundraising:

- Planning and executing fundraising events
- Tracking and analyzing fundraising efforts
- Coordinating in-kind donations

Event planning:

- Scheduling and planning events
- Overseeing event budgets and resources
- Recruiting volunteers from the organization

Donor management:

- Tracking and reporting on donors
- Maintaining donor information
- Generate thank you letters

Grant management:

- Identifying potential grants
- Writing grants and funding proposals
- Supporting grant implementation and reporting

Public Relations and Communications

- Maintain KPCC's social media presence
- Maintain new event posting on website
- Create content for social media and advertisement

Administrative duties:

- Filing, copying, and other administrative tasks and projects assigned by the Executive Director.

Job Qualifications

- Excellent written and verbal communication skills and knowledge of communication principles and practices.
- Ability to compose general business correspondence and review own work for accuracy.
- Effective oral communication and customer service/interpersonal skills and ability to encourage teamwork and work cooperatively with others.
- Maintain professional personal demeanor and presence in person and via telephone with donors and clients.
- Knowledge of social media tools: Facebook, X (Twitter), etc.
- Knowledge of website management.
- Interest and desire to learn how to become an impactful development professional.
- Proficient in the use of various MS Office programs, including Word, Excel and Outlook, and ability to use various databases.
- Ability to prioritize, multi-task and follow through with minimal direction.
- Attention to detail, project management skills, and being highly organized a must.
- Flexibility in varied job assignments.
- Willingness to pitch in when/where needed.
- Deadline-driven, incorporating effective planning and time management strategies that support the collaborative delivery of results.
- Upbeat, positive attitude and good sense of humor a plus.
- An understanding of and belief in, the mission of KPCC Counseling
- Ability to work with compassion and confidentiality in an environment of Mental Health and Counseling.
- Bachelor's Degree or higher.

Physical Requirements

- Maintain dexterity, vision and coordination, sufficient to perform essential functions.
- Ability to sit for extended periods of time for 6-8 hours a day.
- Must be able to lift 25lbs.
- Requires the ability to be mobile (including, but not limited to walking, bending, squatting, crouching, twisting, kneeling, reaching, etc.).

Office Environment

- 25 hours weekly
- Hybrid work from home and office at Charleston location