



The · VERITAS · FORUM

One Broadway, 14th floor | Cambridge, MA 02142

Seeking Development Coordinator

About The Veritas Forum

The Veritas Forum helps create university events that engage students and faculty in discussions about life's hardest questions and the relevance of Jesus Christ to all of life. We seek to restore an understanding of the Gospel to promote intellectual, spiritual, and communal vitality for tomorrow's leaders. The forums are created by local university students, professors, and ministers while guided by the national Veritas Forum team.

Originating in 1992 from the Harvard community, The Veritas Forum has now engaged more than 60 campuses, involving a quarter-million participants and hundreds of leading scholars. To find out more about The Veritas Forum visit our website at www.veritas.org.

Description

The Veritas Forum seeks a Development Coordinator to assume administrative oversight for the fundraising activities of The Veritas Forum.

The Development Coordinator will work closely with the Executive Director to identify and arrange meetings with potential donors. The coordinator will be responsible for tracking donor relationships; drafting and managing a quarterly email newsletter; writing donor acknowledgements; preparing stewardship reports; planning donor events; and expanding and maintaining a donor database.

Qualifications

At least 4 years of development or other related experience. Well-organized, self-starter requiring little supervision, excellent verbal and written communication skills. Experience in event-planning and development communication a plus. Bachelor's degree required, graduate degree preferred.

Hours: 5-10 hours/week; flexible schedule

Pay: \$18-22/hour

Start date: position available immediately

Location: negotiable

Interested persons should submit a cover letter and resume to jobs@veritas.org.

Questions are also welcome.