

Recruiting for Development Coordinator

About The Veritas Forum

The Veritas Forum is a fast-growing, strategic ministry that partners with Christian thought leaders, professors and campus ministries to engage universities and the broader public square with life's most important questions. Veritas Forums put the Christian faith in dialogue with other beliefs and invite participants from all backgrounds to pursue Truth together.

The ministry's core initiative, Veritas Forums, is a series of high-profile university programs that engage students and faculty from a range of worldviews in intellectually rigorous dialogue around life's hardest questions and the relevance of Jesus Christ to those questions.

The Veritas Forum also publishes thought-provoking content for broader audiences and provides a unique platform for leading Christian academics and innovators to become public intellectuals. The first Veritas Forum took place at Harvard University in 1992 and in the quarter century since that first Forum more than 600,000 students, faculty, and university community members have participated in Forums at 200 universities in North America, Europe and Asia.

Description

The Veritas Forum seeks to hire a Development Coordinator to provide support to the Development Team in all aspects of donor activities, systems and engagement.

The Development Coordinator responsibilities will include:

- Administering and maintaining the donor information management system
- Processing, recording and receipting gifts
- Drafting donor communications and preparing materials related to cultivation, solicitation and stewardship
- Analyzing data and researching new prospects to sustain a robust donor pipeline
- Generating regular reports to track fundraising metrics and alignment with annual budget
- Helping plan, manage and execute all aspects of donor events
- Supporting all aspects of grant writing, submission and reporting, etc.
- Providing administrative support to the Development Team for general operations: updating and monitoring the development calendar, producing expense reports, booking travel, etc.
- Participating in and supporting other team-wide events and gatherings as needed, etc.

Qualifications

This role depends on accuracy, flexibility, problem-solving, project management, and strong organizational and personal communication skills. Qualified applicants should:

- Be a mature and growing Christian. Their passion for Christ should be grounded in the regular disciplines of Bible study, prayer and fellowship with other believers in the context of a local church, and be evidenced by the fruit of the Spirit in their lives.
- Have a bachelor's degree.
- Exhibit a highly professional demeanor and a positive, collaborative attitude.
- Have strong organizational, problem-solving and project management skills, precise attention to detail, high standards for the quality of deliverables, an understanding of the importance of deadlines and the ability to complete multiple tasks under pressure.
- Demonstrate excellent written and verbal communication skills.
- Be proficient in Microsoft Office (Word, Excel and PowerPoint).
- Prospect research experience is a plus.

This is a full-time role based at Veritas' headquarters in Cambridge, MA. Compensation is competitive and commensurate with experience.

Interested persons should email a cover letter and resume to jobs@veritas.org. Questions are also welcome.