



The · VERITAS · FORUM™

Development Coordinator

We're looking for a detail-oriented, execution-obsessed individual to help Veritas engage and grow our cohort of funding partners. Do you love crossing items off of your to-do list? Do you value a beautifully composed letter? Do you enjoy managing multiple projects concurrently? If your answers are *yes*, we want to meet you!

We believe this role will place you in a high-energy environment with some of the most talented individuals in the industry. You'll be inspired to use your gifts to help grow Veritas as we start conversations that matter all over the world. Although Veritas was founded in 1992, we operate like a scrappy startup trying to solve difficult problems, sprint quickly, and scale globally.

We want you to imagine what you could do here. God has brought many faithful funding partners to our work. We work hard to steward those relationships well, while also introducing new partners to our mission. We need an execution-oriented tactician to help us do all of this with world-class excellence and professionalism. This is a role for someone who wants to help create something big and important for the world and who isn't phased by rolling up their sleeves to do the tactical work required to make that possible.

What You'll Do

- Manage our donor information system, making sure we can connect with and serve our donors with excellence, each and every time
- Receive, process and receipt gifts to Veritas
- Compose donor communications, fundraising collateral, and grant applications and reports that tell the Veritas story with clarity and conviction
- Help us identify new and future donors by analyzing data and performing research to help Veritas sustain a robust funding partner pipeline
- Manage our monthly reporting, helping assess our team's performance and to change course where needed
- Help design and execute events that enable current and future partners to connect with, and be inspired by, the Veritas mission
- Be a team player; serve colleagues with a positive, proactive, problem-solving attitude, and complete additional duties as identified and assigned. (e.g., managing the

development team calendar, keeping the team on task, helping book travel on occasion etc.)

- Embrace an entrepreneurial mindset; you'll be a self-motivated self-starter who comes up with new ideas, seeks to solve problems, takes risks, and tests solutions
- Challenge assumptions; you'll ask questions to understand a perspective and show comfort respectfully challenging assumptions. You're not turned off by constructive conflict to get to the right answer
- Get better every day; you'll welcome the gift of feedback, never settle in your quest to grow and develop, and make our organization stronger

What You'll Bring

- 2+ years experience in a professional, performance-driven company or organization
- A passion for Christ grounded in the regular disciplines of Bible study, prayer, and fellowship with other believers in the context of a local church, and a mature and growing faith evidenced by the fruit of the Spirit in your life
- 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.
- An ability to adapt well in changing situations and environments
- A "just figure things out" attitude that proactively adapts to accomplish our objectives
- Exceptional communication skills (oral and written)
- An ability to multitask and prioritize ruthlessly
- Proficiency in office software, including Word and Excel

Other Information

- This role reports to the VP of Development and will work closely with the rest of the development team
- This role is based in Boston, MA
- Compensation is commensurate with experience

Please send your resume and cover letter to Jessica.Presley@veritas.org. Your cover letter should tell us why you're a great fit for Veritas and why Veritas is a great fit for you.

About Veritas

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. Since its first Forum at Harvard in 1992, Veritas

Forums have emerged on more than 200 universities around the world, engaging more than 800,000 students, faculty, and community members.

Additionally, Veritas has recently launched several new initiatives—Veritas Hours (late night dorm conversations on worldview), Veritas Academy (a pre-college retreat for incoming freshmen), The Augustine Collective (Christian student-led thought journals), Veritas Fellows (a professional development program for campus pastors), Riff (a public-engagement training program for faculty), and more.