



FRONTLINE

Job Description: Development Coordinator

Frontline is hiring Development Coordinator to work with the President, coordinate collective fundraising efforts, and build relationships with stakeholders. Success in this position is far more about attitude, personality, and enthusiasm than experience. This person believes in our message, communicates well via phone, email, and text, enjoys cultivating relationships, and possesses the patience and tenacity for research and attentiveness to detail. In this role, someone will have the opportunity to grow in their fundraising skill set and position within the organization – all while serving in an instrumental capacity to achieve our mission.

Reports to: President

Compensation: Full-time role; compensation commensurate with experience though position as written is best suited for early-career applicants with demonstrated skill set and passion.

Location: In-Office – Needs to be able to work primarily out of Newnan—Peachtree City area.

KEY RESPONSIBILITIES:

- In partnership with the President and Policy Team, create and advance Frontline Policy Agenda;
- Build intentional relationships with pastors, church leaders, government officials (appointed, elected, staff, etc.), and other stakeholders;
- Analyze and categorize donor lists and outreach – working to maximize the connection with existing supporters, prevent donors from becoming “lapsed,” re-engage those who do lapse, and ensure clean data and consistent contact;
- Research and identify potential donor prospects for outreach;
- Coordinate the schedule of the Frontline President and arrange meetings in an effort to maintain consistent contact and relationship with donors and cultivate new prospects;
- Work with the Events Coordinator and Director of Operations to set a “Fundraiser” or “Fundraiser” calendar around the state;
- Lead effort to bolster turnout to Frontline events with direct, personal outreach;
- Assist the Director of Operations and President with donor-follow up and thank-you efforts;
- Develop a donor retention plan to avoid fall-off;
- Manage accounts and assign accounts to other team members, using Frontline’s CRM;
- In coordination with the Communications Director, President, and Director of Operations, draft and spearhead a fundraising direct-mail plan – ensuring the right audience, timing, and topics;
- In coordination with the Communications Director, President, and Director of Operations, provide “fundraising needs” for digital targeting efforts;

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- Draft regular “Frontline Wins, Vision, & Talking Points Memo” with input from the President and Communications Director, to guide “Team Leads” in fundraising efforts – collecting information from each department, synthesizing and ensuring our team is talking accurately about what we are doing/achieving, where we are going, and what matters to our stakeholders;
- Maintain a fundraising calendar and assist the President with the timing and solicitation of “asks” and the creation of particular fundraising campaigns;
- With assistance from the Communications Director, assist the President by creating PowerPoint presentations or written proposals for donors or groups;
- Design Frontline’s Grant Solicitations program – including assigning responsibilities to various team members based on bandwidth and skill set;
- Advise the President on the purchase of lists or ways to increase overall engagement;
- Attend meetings, provide Frontline updates, and collect new sign-ups;
- Perform additional tasks that contribute to organizational growth and furtherance of the mission.

JOB QUALIFICATIONS/REQUIREMENTS:

Education, Skills, and Experience

- **Bachelor’s degree is preferred;**
- **Experience in policy, campaigns, ministry, or fundraising is preferred;**
- **High capacity for relationships with a personality and mindset for fundraising;**
- **Enjoys conversation and sharing the vision and mission of Frontline;**
- **Patience and tenacity for research and identifying new prospects;**
- **Does NOT even understand the word “discouraged”;**
- **High energy, optimistic, and passionate;**
- **Strong communication skills;**
- **Connections and familiarity with Georgia politics is highly preferable;**
- **Well-organized, able to operate on a schedule, meet deadlines, and manage multiple projects simultaneously;**
- **Self-starter, independent, motivated daily by a passion to see Frontline’s work advance;**
- **Clear understanding of Frontline mission and issues and strong biblical worldview;**

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- **Ability to be proactive and strive to close gaps in skill and knowledge;**
- **Ability to remain flexible with ever changing priorities;**
- **Thrive in and enjoy working in a remote and fast-paced work environment;**
- **Strong capacity for heavy engagement with Frontline's CRM;**
- **Capable computer skills including: Microsoft Word, Excel, and PowerPoint;**
- **Innovative and able to envision growth and prowess for Frontline.**

Character/Spiritual

- **Mature Christian with a developed biblical worldview, accountable, and in agreement with Frontline's Statement of Faith;**
- **Demonstrated and personal commitment to advancing Frontline's mission and seeing Christ glorified in the public square;**
- **Trustworthy and responsible;**
- **Winsome and strategic communicator that fits the organization brand;**
- **Relentlessly positive, gracious, and eager to find common ground with stakeholders;**
- **Presents as a leader and highly professional – augmenting Frontline's status as the leading voice for our principles;**
- **Capable of operating within the broader Frontline team and also possessing the capacity to supervise others as growth allows.**

*** TO APPLY: Please submit your Resume and Cover Letter to our Director of Operations, LeAnn Tyer, via email at leann@frontlinepolicy.com ***