

Employment Opportunity

Development Co-ordinator

Insight for Living Canada – Abbotsford BC

General Description

The development department of Insight for Living Canada (IFLC) is responsible for building relationships with ministry friends and fundraising. IFLC's development co-ordinator facilitates building relationships with ministry friends and encourages their continued ministry involvement in order to provide the resources needed to accomplish our mission and vision.

Core Job Functions

- Develop and strengthen ministry relationships with supporters through daily contact via email, letters, phone calls, and personal visits
- Co-ordinate development department budget and staff on the development team
- Co-ordinate special and donor events with other staff as required
- Facilitate special projects in conjunction with the media and marketing department
- Develop, maintain, and advance programs that enhance involvement and support (foundations, legacy giving, partner programs, corporate and church relations)
- Other duties as assigned related to the ongoing development of the ministry

Requirements

- Mature Christian confident in the faith and active in a local church
- Familiar with the operation of Christian ministries and CRA requirements
- Strong written and oral communication skills
- Competent with MS Office
- Able to build positive and genuine relationships with others on behalf of the ministry
- Work co-operatively with other team members to accomplish goals and deadlines
- Able to move comfortably in Christian circles outside his/her own denomination
- Able to maintain confidentiality
- Able to travel
- Bachelor's degree or relevant experience
- Pastoral ministry experience an asset

Essential Characteristics

- A person of proven integrity
- Trustworthy
- Meets people easily
- Outgoing personality
- A genuine attitude of caring for others
- Passionate about the mission of IFLC and able to articulate the reason for that passion
- Accepting of people regardless of personality, gender, or ethnicity
- Ability to learn, accept change, fresh challenges and growth in the job
- Ability to work as part of a team or independently
- Willingness to accept direction and correction

Accountability: Responsible to the executive director. It is crucial to understand and support the mission and core values of IFLC.

Mission: Excellence in the Communication of Biblical Truth and its Application

Insight for Living *Canada*

Core Values

Character in ourselves

Honour to others

Accountability for our motives and actions

Grace in our relationships

Excellence in our pursuits

Glory to our God

Joy in our Atmosphere

To apply please submit a cover letter and resume to info@insightforliving.ca.

We thank all applicants, however, only those selected for interviews will be contacted.