

**Come
work
with us**

Development Coordinator

City Care exists to do the work few others are willing to do. We believe in the intrinsic value of every person. It is with love and compassion we advocate for the overlooked in our community. We provide food for the hungry, relief for the hurting, and hold space for complete restoration of lives that have gotten off course. And with enough endurance, we witness, firsthand, remarkable stories of transformation. Poverty, homelessness, mental illness and substance use disorders are community issues and deserve a community response of support for those working to create a better life for themselves and their loved ones. We are better, together.

Still reading? Great! Now more about the position. City Care is searching for a dreamer, a builder, a sustainer to provide support of the development and fundraising efforts of our agency in order to ensure the growth, sustainability and longevity of our programs. This position reports to the Development Director.

Responsibilities include, but are not limited to:

- Maintain donor database.
- Ensure all donors are acknowledged in a timely manner.
- Recognize and honor recipients of tribute gifts.
- Implement gratitude and stewardship plans.
- Coordinate and manage in-kind donations.
- Manage purchasing and ordering for Development Team needs.
- Schedule meetings, create agendas, capture and distribute meeting notes.
- Assist in the creation of promotional materials, solicitations and other mailings.
- Support the production of fundraising and other agency events, as necessary.

Eligibility, knowledge, skills, abilities:

- Embody City Care values.
- Understanding of the complexity of poverty, homelessness, and substance use disorder.
- Approach projects with creativity and efficiency, always looking for ways to improve processes.
- Ability to work on several projects at once under strict deadlines.
- Highly organized and detail-oriented.
- Skilled written, verbal and interpersonal communication.

To be considered for this position, please submit a cover letter, compensation requirements, and resume to amyg@citycareokc.org by April 29. No phone calls please.



CITY CARE