



HopeWood Outdoors  
863 Eastwind Drive  
Westerville, OH 43081  
614-890-2267  
info@hopewoodoutdoors.org

### Call for Applications: Development Coordinator

**HopeWood Outdoors**, a Lutheran outdoor ministry organization of Ohio, is seeking a part-time Development Coordinator to lead fundraising efforts in coordination with the Executive Director. With 480 acres of camp property and outreach efforts throughout the state, HopeWood is an organization committed to an inclusive, accessible camp and retreat experience. The right candidate will be enthusiastic about outdoor ministry, vocational exploration, and fostering relationships with current and new supporters. With an average of 20 hours a week, this position both requires travel to engage supporters and includes an openness to remote work arrangements that ensure a high-touch communication style that keeps our community informed of ways to support the available ministries. Please feel free to share this opportunity with anyone you think may be a good candidate for this opportunity.

#### **Position Overview:**

The Development Coordinator is responsible for planning, communication, organization, and execution of the fundraising initiatives of HopeWood Outdoors. They shall manage all development efforts including the development and execution of comprehensive fundraising strategies to secure financial support from individuals, foundations, congregations, and corporate partners, as well as partner with the Guest Relations Coordinator and Office Manager to ensure effective marketing of opportunities across all platforms.

#### **Qualifications:**

1. Demonstrated professional experience in fundraising, donor relations, and event management.
2. Proficient computer skills and familiarity with relevant software (e.g. QuickBooks, Excel and Microsoft Word).
3. Effective skills including attention to detail, quality control, problem solving, organization, time management and prioritization.
4. Ability and willingness to make decisions and to assume the responsibility and accountability related to this position.
5. Character traits that include being trustworthy, helpful, dependable, self-motivated, flexible and take pride in the quality of your work.
6. Basic skills to work with office equipment (e.g., telephones, computers, copiers, printers) and office systems (e.g., bill processing, filing).
7. Excellent communication skills to effectively communicate verbally (i.e., phone and in person) and in written correspondence (i.e., spelling, grammar).
8. The ability to be discreet with confidential information.
9. The ability to create a hospitable work environment and to work cooperatively with others (e.g., staff, vendors, board and committee members).
10. Willingness to work in support of the ministry and mission of HopeWood Outdoors.

## **Reports to: Executive Director**

### **Responsibilities:**

#### **1. Fundraising**

- In collaboration with the Executive Director, develop and execute comprehensive fundraising strategies to secure financial support for HopeWood Outdoors.
- Identify and cultivate relationships with individual donors, foundations, congregations, and corporate sponsors.
- Oversee prospect research in collaboration with the Executive Director.
- Research, write, and submit grant proposals to secure funding from foundations and grant-making organizations (both public and private organizations).
  - Manage relationships with grantors and ensure compliance with grant requirements.
  - Work with the Executive Director to prioritize grants.
- Design annual and capital/facility solicitation programs.
- Support ELCA Foundation representative in development of the legacy giving program.

#### **2. Donor Relations**

- Steward relationships with donors, ensuring strong communication and engagement.
  - This includes regular travel throughout Ohio and adjacent states to meet with current and prospective donors.
- Create and implement donor recognition programs to express gratitude and foster long-term partnerships.
- Steward relationships with fundraising volunteers, including our Fundraising Task Force, with a commitment to community.
- Send memorial/honor records to the person that is being honored or the deceased closest relative that is being memorialized.
- Manage stock transfers with brokerage firm.

#### **3. Event Planning**

- Plan and execute fundraising events, with support from the Fundraising Task Force, ensuring they align with the mission, vision, and core values of HopeWood Outdoors.
- Coordinate logistics, sponsorships, and promotional activities for events.
- Recruit, train, and manage volunteers to support fundraising events and activities.
  - Foster a sense of community and engagement among volunteers.
- Relate to the Fundraising Task Force

#### **4. Evaluation and Metrics**

- Along with the Office Manager, maintain a donor management system to track donations, donor interactions, and campaign effectiveness.
- Ensure data accuracy and use analytics to inform decision-making.
- Prepare regular financial reports and updates for the Executive Director and Board of Directors.

- Establish key performance indicators (KPIs) to measure the success of fundraising and marketing efforts.
- Conduct regular evaluations to assess the impact of strategies and make data-driven improvements.

#### 5. Related Duties

- Attend monthly staff meetings
- Attend monthly marketing meetings

**Classification:** Hourly Non-Exempt Part Time Year Round

**Application Process:** Complete the HopeWood Outdoors Year-Round Application and submit, along with a resume or CV, to [info@hopewoodoutdoors.org](mailto:info@hopewoodoutdoors.org). Applications will be accepted until the position is filled and will be reviewed on a rolling basis.

Today's Date \_\_\_\_\_

<b>Personal Information</b>			
Last Name		First	Middle Initial
Address		E-mail	Home phone
City	State	Zip	Cell phone
Position desired			
Are you a US Citizen?		Yes	No
If no, do you have the legal right to retain employment in the US?		Yes	No
Have you ever been convicted of a crime?		Yes	No
If yes, please attach an explanation on a separate sheet of paper including nature of offense, when, where and disposition? <i>(A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)</i>			
<b>Additional Information</b>			
<i>Complete this section only if the position you are applying for specifies membership in an ELCA congregation (or a denomination the ELCA is in full communion with) as an occupational qualification</i>			
Congregation and Denomination Membership		City and State of the Congregation	
<p>Camp or Retreat Center - Please include the camp name and location, the year, and how you were involved whether staff, volunteer, camper or retreator (i.e. LMC, Marengo, OH, 1990-93, volunteer and camper).</p>			

## Education

School Name and Location	Course or Major	No. of years Completed	Degree(s)
High School			
College or University			
Graduate Study			
Business/Trade/Technical/or Other Schools			
Other/Continuing Education			
Current Licenses/Certificates			

## Professional References

List 3 people - preferably past supervisors or people with whom you have a professional relationship.

Name	Name	Name
Relationship	Relationship	Relationship
Occupation	Occupation	Occupation
Phone Number	Phone Number	Phone Number
E-mail Address	E-mail Address	E-mail Address
Business Address	Business Address	Business Address

## Employment History - Begin with current or most recent employer

Employer Name	Dates Employed	Salary (hourly/weekly/monthly/annually)	
Position Title and Description of Responsibilities			
Employer Address	City	State	Zip
Employer phone	Employer E-mail		
Supervisor Name and Title	Reason for Leaving		

May we contact your **present** employer prior to any employment? Yes

No

## Employment History - continued

Employer Name	Dates Employed	Salary (hourly/weekly/monthly/annually)		
Position Title and Description of Responsibilities				
Employer Address		City	State	Zip
Employer phone		Employer E-mail		
Supervisor Name and Title		Reason for Leaving		

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Employer Address		City	State	Zip
Employer phone		Employer E-mail		
Supervisor Name and Title		Reason for Leaving		





4. Briefly state your vision for environmental education, retreat ministry, and summer camp ministry:

***HopeWood Outdoors mission is to bring people together to experience Christ through natural settings and programs.***

**Please Read Carefully Before Signing**

1. To the best of my knowledge, all information provided in this application for employment form is complete and accurate.
2. Misrepresentation of facts in this application will disqualify me from further consideration.
3. HopeWood Outdoors has my permission to investigate all information stated in this application.
4. I understand that any offer, verbal or written, of employment by an authorized agent of HopeWood Outdoors is effective only after the receipt of satisfactory references, satisfactory pre-employment testing, and an acceptable arrest or conviction record.
5. Applicants employed by HopeWood Outdoors will be expected to understand, respect, and support the mission of HopeWood Outdoors.
6. I fully agree to the statements and conditions listed in 1 through 5 above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this application to HopeWood Outdoors via mail or e-mail**

**Address: HopeWood Outdoors, 863 Eastwind Drive, Westerville, OH 43081**

**E-mail: [info@hopewoodoutdoors.org](mailto:info@hopewoodoutdoors.org)**

**If you have questions, please contact HopeWood Outdoors at 614-890-2267.**