

## **Philanthropy Coordinator - Grants and Donor Relations**

**Organization:** *The Crossing of Manitowoc County (The Crossing)* provides emotional, educational, material and spiritual support to clients, empowering them to become strong, resilient families. We focus on the well-being of children through educating parents. We provide free services that will strengthen families from all walks of life because we believe every child deserves a healthy family. The Crossing is a 501 (c) (3) Christian organization established in 2005.

**Job Description Summary:** As a member of a small development team, the Philanthropy Coordinator – Grants and Donor Relations will have a key role in driving fundraising for *The Crossing*. Starting with a solid base of supporters, the Philanthropy Coordinator has an opportunity to help build the capacity of an established, dynamic organization poised for continual growth. Working closely with and leveraging senior leaders, the Philanthropy Coordinator – Grants and Donor Relations will be involved with all major aspects of development and will make a significant contribution to meeting organizational fundraising goals. The Philanthropy Coordinator – Grants and Donor Relations will assist with departmental projects and initiatives such as online giving campaigns, grant proposal/report writing, donor cultivation, meetings, events, and other opportunities for donor engagement. This position reports to the Director of Development and provides support to the Executive Director.

Fundraising experience, great communication skills and agreement with The Crossing Statement of Christian Faith and Belief are a must.

**Interested candidates, please send your resume and cover letter to:**

Belinda Esquinas, Executive Director [Belinda.e@crossingmanitowoc.org](mailto:Belinda.e@crossingmanitowoc.org)

Job Type: Full-time

Salary: From \$35,000.00 per year

Benefits:

- Paid time off

Schedule:

- Monday to Friday
- Some weekends and evenings