

Position: Development & Relationship Coordinator  
Employer: The Community Outreach  
Location: 225 E 11<sup>th</sup> St. Ste 200, Sioux Falls, SD 57104  
Employment: Full Time Exempt Employee

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## JOB DESCRIPTION

**PRIMARY PURPOSE/FUNCTION OF POSITION:** Recruit, develop, motivate, and retain volunteers; and assist in development activities and fundraising for the ministry. Act as a liaison to the churches of Sioux Falls to develop and maintain relationships and awareness.

**REPORTS TO:** Executive Director

### SUMMARY OF DUTIES:

1. Primary Roles
  - a. Responsible for raising funds for the ministry while adhering to ethical and industry standards. These activities include:
    - i. Development of annual and major gifts to the ministry.
    - ii. Institutional giving and granting.
  - b. Recruit, develop, train, motivate, and retain volunteers for ministry programs through regular communications, recognition, relationship, and support.
  - c. With the assistance of ministry staff and Development Committee, develop, lead, and assess ministry fundraising and awareness events.
    - i. Develop new and innovative ideas to raise funds and promote awareness.
    - ii. Actively seek opportunities to promote the ministry through public speaking, personal visits, and other communications with churches, businesses, civic organizations, and individuals in the Sioux Empire.
    - iii. Analyze effectiveness of various strategies and suggest changes or implement new strategies to meet the ministries objectives.
  - d. Develop and maintain relationships with Sioux Empire churches, businesses, and individuals to encourage awareness and involvement.
  - e. Promote the awareness of ministry needs and initiatives; including new programming.
2. Secondary Roles
  - a. Measure and report outcomes, especially in the areas that pertain to funding and grant writing.
  - b. Continuously assess the communications and promotional materials of the ministry and recommend and/or implement needed changes.
    - i. As we continue through our rebranding process, develop, and execute strategies to increase public perception of our services including, but not limited to, social media, web design, print publications, and media outreach.
  - c. Analyze program and policy effectiveness and recommend needed changes.
  - d. As needed, back up ministry staff who provide direct financial services to clients including: assessment, self-sufficiency planning, money management, advocacy, referrals, financial assistance, and home visits.
3. Other duties assigned by Director.

### **Related critical skills and duties include:**

- Strong public speaking, telephone, and face-to-face interpersonal skills.
- Experience in social media, website, and other communication methods.
- Ability to effectively present and deliver information in a training/classroom setting.
- Maintain confidentiality of client and agency information.
- Active involvement in staff discussion and staff meetings.

### **Mission & Vision**

Mission: Partnering in Christian Ministry to share hope and provide tools for daily living.

Vision: Christians will evidence their faith by assisting families in achieving restored hope and self-sufficiency.

Shared Values:

1. Commitment to Christian Faith
2. The Power of Collective Outreach
3. Action with Integrity and Justice
4. Serving with Hopefulness and Joy
5. Accountability

Learn more at: [www.thecommunityoutreach.org/about/mvw/](http://www.thecommunityoutreach.org/about/mvw/)

### **Work Environment**

Our mission is to create positive and healthy partnerships to address needs in our community. Through relational care, referrals, education, advocacy, and financial assistance, we care for those struggling to achieve self-sufficiency. We collaborate with churches, agencies, businesses, ministries, and individuals in our community who feel a responsibility to make our community stronger and healthier.

The Community Outreach works hard to create a positive work environment. A passion to reach those in need drives our work. To this end, we understand the need to maintain a healthy lifestyle and encourage a beneficial work/life balance. This is a full time, salaried position. Our starting salary is flexible, based on experience.

Benefits include paid vacation days, paid sick time, health and dental options (50% of premium paid by the ministry), flexible scheduling, as well as personal and professional development opportunities. There are many opportunities in the near future to gain personal and professional experience and education. We encourage our employees to be actively engaged in community organizations both personal and professional.

The Community Outreach is located within the Sioux Falls Ministry Center, a collaborative of ministries working together in Downtown Sioux Falls. The office is located one block from Phillips Avenue, close to the bike trail and downtown restaurants and coffee shops.