



AREA COMMUNICATIONS & DEVELOPMENT COORDINATOR

FOCUS, the Fellowship of Christians in Universities and Schools, is an inter-denominational Christian youth ministry working in 9 east-coast areas and San Francisco, CA. The purpose of FOCUS is to give independent school students in grades 6-12 the opportunity to investigate traditional Christian faith and values in a forum that is fun, relevant, intellectually stimulating and non-coercive. FOCUS pursues this goal through area-based activities and meetings as well as summer programs at its Study Center on Martha's Vineyard and school-season programs at various locations.

We are seeking an individual for the position of Area Communications & Development Coordinator for our Richmond Area Office.

Position Description:

The Area Communications and Development Coordinator will provide ongoing operations, communication, and administrative support to the Richmond Area Director and staff.

Specifically, the Coordinator will:

- Attend weekly staff meetings, currently held on Monday morning.
- Maintain Database/Relationship Management by:
 - Training on eTapestry (Communications & Donor Database) and updating the Richmond accounts
 - Maintaining all parent, donor and account information in database
- Manage and implement the area communications and development calendar
 - Organize and execute Area emails, snapshots, mailings, notes, personal appeals, development events and grant acquisitions
- Oversee communications with Area Sponsoring Committee (ASC) and parent emails.
- Oversee and work alongside the Finance Team to:
 - Assist with strategic plan to meet fundraising goals
 - Provide coordination, monitoring, and communication of fundraising events.
- Inform the Area Director of issues that are time-sensitive or prioritized ensuring appropriate follow-up

Position requirements:

The ideal candidate will have:

- A passion for the Christian Gospel and will be required to sign and abide by the FOCUS Statement of Faith
- A strong interest in youth ministry. Some familiarity with independent schools and culture is strongly preferred

- Faithful participation in a local church and a commitment to ongoing personal spiritual development
- An understanding of the FOCUS mission and commitment to the furthering of the gospel in the independent schools in the Richmond and Central Virginia Area is preferred
- The following skills:
 - Excellent written and oral communication
 - Computer proficiency, specifically Microsoft Office suite and Google Apps for Business Suite
 - Database entry and maintenance
 - Spreadsheet and data analysis preferred, but not required
 - Strong project management
 - The ability to prioritize tasks, make decisions independently, think strategically, and exhibit sound judgment
 - Resourceful, can-do attitude
- Availability to work part time

Compensation:

FOCUS provides a package that includes:

- Competitive salary, depending on experience/education
- Eligibility to participate in voluntary contributions to the FOCUS sponsored 403(b) Retirement Plan. FOCUS provides a dollar-to-dollar match to contributions, not to exceed 5% of eligible wages, once tenure eligibility requirements are met and may also provide a discretionary contribution on an annual basis
- 4 weeks paid vacation/year
- 10 Paid Time Off (PTO) days to be used as personal/sick days

Please visit our employment page infocus.org/employment and apply online. You may also upload your resume and cover letter within the application portal. Any questions, please reach out to Jon Marc Haden, richmondsearch@infocus.org.

For more information on our ministry, visit us at www.infocus.org.