



AREA COMMUNICATIONS & DEVELOPMENT COORDINATOR

FOCUS, the Fellowship of Christians in Universities and Schools, is a non-denominational Christian youth ministry working in various established east-coast areas and in 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 as well as summer programs at its Study Center on Martha's Vineyard and school-season camps 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 mornings.
- 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 a 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.