<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Development Coordinator</th>
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<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>Peace Gospel International, founded in 1993, is a faith-based organization that supports women and children in five countries in Asia and Africa. Based in Houston, PGI has many programs but two main emphases: orphan care and human trafficking response. Our emphasis on human trafficking response, in its various areas of prevention, intervention, and rehabilitation, is carried out under our assumed identity, “She Has Hope.” We are proud of our native teams’ hard work to multiply donor funds through various farmland and small business efforts with which we’ve empowered them.</td>
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<tr>
<td><strong>Job Description</strong></td>
<td>Peace Gospel International (PGI, aka “She Has Hope”) seeks an ambitious, organized and social individual who wants to make a difference in the lives of women and children around the world. The Development Coordinator will work directly with the PGI Director to implement a variety of development activities. The Development Coordinator will plan, promote, and carry out monthly fundraising events, as well as our annual fundraiser, and will also research and follow up with prospective donors, foundations and other key stakeholders. Occasional travel will be required, including one international trip. The Development Coordinator will work remotely and meet frequently with PGI staff and donors.</td>
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| **Job Responsibilities:** | Support the Director with implementation of development activities  
Plan, organize and carry out monthly fundraising events in people’s homes  
Plan, organize and carry out two annual fundraising events, one as our major “Taste of Hope” spring event, and a secondary fall event as yet to be determined  
Identify potential donors, invite them to key events and connect them with the Director  
Thank and follow up with event guests and participants to gauge potential giving  
Create and develop materials for fundraising and events, such as flyers, order of events, menu cards, etc.  
Develop creative, succinct electronic content for social media to increase fundraising, including but not limited to Instagram stories, Facebook ads, Pinterest pins, etc.  
Research potential donors, including individuals, churches, family foundations and other sources that might be good leads for the Director to pursue  
Meet with potential donors, as needed, to ask for funding  
Create fundraising and events reports for the Director and the Board  
Recruit and lead volunteers involved in fundraising activities and events  
Participate in development training events (in person and online)  
Occasional travel outside of Houston as required  
Other responsibilities as assigned |
| **Qualifications** | Strong personal commitment to orphan care and human trafficking response  
Bachelor’s degree |
- Superior interpersonal skills
- Motivation to be a self-starter with a positive attitude who can take initiative, attend to detail and follow through on assignments
- Previous development or non-profit experience a plus
- Previous experience with international outreach a plus
- Knowledge of the Kindful donor management platform a plus
- Proficiency in the latest social media tools a plus
- Agreement with our statement of faith required
- Criminal background check required

**Salary/Hours**

This is a full-time, remote position for 40 hours/week with frequent evenings and weekends required. One international trip (up to two weeks) required in first year (all expenses paid).

**Employer/Agency**

Peace Gospel International

**Address**

6124 Highway 6 N - PMB 144

**City, State, Zip**

Houston, TX 77084

**Contact Person**

Kirby Trapolino

**Contact Title**

Executive Director

**Telephone Number**

(713) 219-9971

**Fax Number**

N/A

**Email Address**

kirby@peacegospel.org

**Application Method**

To apply, send cover letter and resume to kirby@peacegospel.org.

**Opening Date**

December 1st, 2019

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.