



## **Job Posting – Development Coordinator**

Without Permission is a non-profit, faith-based organization that works to end sex trafficking through Prevention, Justice and Restoration. With a national collaborative partnership network, local community involvement, church mobilization and distinctive training programs, our volunteers and staff are making a decided difference in the Central Valley.

### **Typical Duties and Responsibilities**

The Development Coordinator will support the Finance department of Without Permission as it seeks to increase funding and expand programming. The Development Coordinator will be tasked with researching grant opportunities and working closely with the CFO to complete grant proposals (50% of role). In addition, the Development Coordinator will manage existing donor database, expand donor communication strategies, brainstorm new fundraising campaigns, and provide fundraising event support to drive the attainment of WP funding goals each fiscal year. The Development Coordinator will fill an important role, working closely with the CEO to nurture existing donor relationships and cultivate new strategic financial partners in the mission to end sex trafficking.

### **Distinguishing Characteristics**

Are you people-oriented, confident in initiating new relationships and passionate about building alliances to support charitable work? Do you place a high value on accuracy and thoroughness, and possess the ability to read, analyze, write and edit reports with excellence? Our Development Coordinator will need to possess a range of skills in both areas, as well as having the creativity and drive to dream big and implement new fundraising strategies. This role will work closely with the CEO and CFO to develop all aspects of Without Permission's fundraising strategies to fully support the mission to end sex trafficking in the Central Valley.

### **Spiritual Responsibilities**

The ideal candidate has a personal faith in Jesus Christ, with a servant's heart, who is active in a believing community. They shall commit to operating under the 5 core values of Without Permission: serving, community, family, faith and excellence. They shall be active in prayer for the ministry; motivating others in Without Permission to follow their lead. They shall be free from any addictions that would hinder their example to other staff or volunteers.

### **Required Skills and Abilities:**

- People oriented, confident in relationship and alliance building
- Excellent verbal and written communications skill, particularly the ability to read, analyze, write and edit reports according to prescribed style and format
- Highly organized, strong follow-through and commitment to excellence
- Computer literate, with a demonstrated ability to use/learn Microsoft 365 software

**Preferred Qualifications:**

- An Associate's or Bachelor's degree from an accredited college or university
- Two years of work experience in a fundraising or other development/outreach role
- Previous experience with grant writing is plus

**Hours/Salary**

- 40 hours/week; Monday-Friday; 9am-5pm (*\*occasional evenings/weekends as needed*)
- Pay rate: \$24/hour, plus \$300 monthly health stipend and \$130 monthly phone stipend
- Hybrid remote/on-site schedule negotiable

**Other Requirements**

- Reliable automobile and current auto insurance
- Pass an extensive background check
- Certified Navigator Training (*provided by WP*)

If you passionately support the vision and mission of Without Permission and possess personal qualities of integrity and credibility, please submit a cover letter, comprehensive resume, three professional references, and two personal/pastoral references for consideration to:

Samantha Johnson, Chief Operations Officer  
[careers@withoutpermission.org](mailto:careers@withoutpermission.org)

*This position is an at-will position; as such, either the successful candidate or employer may terminate the relationship at any time for any reason. Without Permission is an Equal Opportunity Employer and our employees are people with different strengths, experiences and backgrounds who share a passion for improving people's lives. We desire to build a workplace as diverse as the community we serve.*