



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Development Communications Coordinator</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt, part-time (up to 29 hours/week)
Department:	Development	W/C Classification	8868 – Administration/Faculty
Reports To:	Director	Compensation	\$22.00 - \$25.00/hour

SUMMARY

Advance the mission and vision of TMUS by supporting donor engagement and advancement initiatives through strategic communication, content development, project coordination, and operational support. This role is responsible for planning and executing donor communications, creating compelling stories and impact reports, managing mailings and stewardship resources, overseeing the Seminary Shop and development merchandise, and maintaining accurate donor data.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is a **hybrid role** that combines on-site and remote work. The majority of the designated work time is intended to be spent in the office to maintain active alignment with team meetings and physical inventory activities, with flexible remote work elements built in as tasks allow.

Strategic Donor Communication Planning

- Formulate and develop the cohesive donor communication calendar, identifying strategic topics, key themes, and timeline pacing.
- Conceptualize and organize "Dividend" emails, physical letters, and thematic impact campaigns.

Content Creation & Storytelling

- Actively interview, research, and gather details to write engaging stories that showcase the impact of the seminary.
- Compose high-quality, professional Giving Partner Impact Reports and digital content updates.

Mailer Logistics & Print Production

- Coordinate all operational logistics for mass mailings, including print sourcing, envelope stuffing, postage/stamps, and layout packaging.
- Keep the digital giving platform pages (Gifted Giver) up-to-date, accurate, and visually engaging.

Seminary Shop & Merchandise Management

- Oversee operations of the *Seminary Shop*, managing the online store through Shopify.
- Manage and reorder inventory, as well as custom-developed gear for giving partners and the Seminary Shop.
- Serve as the main point of contact and collaborate directly with Grace Books regarding the Seminary Shop.

Database Integrity & Record Optimization

- Lead a comprehensive, deep-clean review and organization of historical donor records to ensure data accuracy.

- Fix, link, and optimize complex constituent relationships and historical database fields, executing ongoing updates.

Prayer Ministry Management

- Monitor, organize, and reply to inbound prayer requests.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- knowledge of and interest in the field of Development and communications.
- Possess excellent organizational skills.
- Exercise confidentiality, good judgment and discernment.
- Ability to develop, plan, and implement short- and long-range goals.
- Knowledge of Development rules and regulations.
- Ability to coordinate and organize meetings and/or special events.
- Proficiency with fundraising software platforms.
- Commitment to respect and submit to departmental and Institutional leadership.
- Proficiency with customer records management (CRM) software and fundraising software (Raiser's Edge).
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience.
- At least one years' experience in an administrative role.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.