



## Community Connections Coordinator

### Position Summary

The Community Connections Coordinator is responsible for planning, organizing, and directing all of Shiloh Camp's development and fundraising initiatives in conjunction with the Executive Director, including, donor and volunteer relations, grant writing, in-kind gifts, major gifts program, monthly recurring giving, planned giving, special events, capital campaigns, social media/promotional efforts and property rental promotions. The Community Connections Coordinator works closely with the Executive Director and the Board of Directors in all development and fund raising endeavors.

All staff members are expected to model Christian principles and the standards of Shiloh Camp at work and outside of work; staff members must represent Shiloh Camp positively and professionally within the local community.

### Responsibilities

- Establish development plan in conjunction with the Executive Director
- Grant proposal preparation
- Event planning
- Manage info@shilohcamp.org account
- Manage social media accounts by updating weekly throughout the year and daily during the summer
- Oversee existing website and ensure that necessary updates are made insure ease of donating and needs current and posted
- Donor and potential donor visits
- Donor thank you and giving receipts mailed out in a timely manner
- Create and mail quarterly newsletter
- Create and ensure a consistent and cohesive communication of the Shiloh "brand" throughout all publications and communications across the ministry

### Qualifications

- Must embrace the mission of Shiloh Camp
- Strong interpersonal and writing skills
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising
- Possess the skills to work with and motivate staff, board members and other volunteers
- Have the desire to get out of the office and build external relationships
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls

- Be organized and exhibit “follow through” on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- A bachelor’s degree
- Event planning experience
- Grant writing experience desired
- 5 years’ experience in Fundraising desired

Visit [www.shilohcamp.org](http://www.shilohcamp.org) and [www.shilohadventurecourse.org](http://www.shilohadventurecourse.org) for more information about Shiloh Camp.

**Application Process:** Email cover letter and resume

**Contact Person:** Stephan Moore

**Phone:** (405) 858-7011

**E-mail:** [info@shilohcamp.org](mailto:info@shilohcamp.org)

**Website:** [shilohcamp.org](http://shilohcamp.org)

*“Transforming our inner-city with the love of Christ through sports, arts, and meaningful relationships.”*