

**Position available (half-time)**  
**National Farm Worker Ministry Donor Development Coordinator**

National Farm Worker Ministry (NFWM) is seeking an experienced, energetic person committed to social justice to be responsible for Donor Development, with a focus on Major Donors and a new Planned Giving program. The Donor Development Coordinator will primarily work in collaboration with the Executive Director and Executive Assistant. We prefer candidates in the St. Louis area, but are open to those elsewhere with exceptional experience. NFWM offers competitive salaries and benefits for a small not-for-profit organization.

National Farm Worker Ministry is an interfaith organization with over 35 years of experience supporting farm workers who are organizing for justice and empowerment. NFWM educates and mobilizes members of faith-based institutions, congregations and individual consumers to work with farm workers to improve their living and working conditions. We work on the national level through our 35 member groups and national staff in St. Louis and place staff locally in areas where farm workers are organizing. Currently, field staff are located in North Carolina, Central and South Florida, California and Oregon.

**Responsibilities include:**

1. Individual Donor Development

- Identify prospects with major gift potential, develop and implement strategies for cultivation and solicitation of those prospects and assist Executive Director, other staff, and Board members in carrying out solicitations
- Oversee the development and implementation of an annual plan for all individual donor cultivation and solicitation, including developing materials and mailings

2. Planned Giving

- Develop and Implement a Planned Giving program. NFWM has a considerable base of long-term donors who are over 65.

3. Staff and Board support

- Help to build a culture of fundraising by assisting with training for field staff and board on various donor cultivation and stewardship techniques.
- Facilitate relationship building between major donors and appropriate staff
- Serve as staff support to the Board Fundraising Working Group.
- Assist in further development of Foundation giving and online funding opportunities
- Participate in decision-making and strategic planning for resource development.

**Skills and abilities:**

- Experience in developing a major donor campaign and in identifying and soliciting donations from individual major donors.
- Knowledge of and experience in Planned Giving program
- Excellent written and oral communication skills
- Excellent interpersonal and persuasion skills
- Good organizational and personal time management skills
- Commitment to Social Justice
- Ability to travel occasionally
- Knowledge of Spanish helpful but not required

**To apply**

Please forward a cover letter stating your qualifications and availability for a half-time position, a résumé and three references by close of business on **May 9, 2008** to:

Virginia Nesmith  
National Farm Worker Ministry  
438 N. Skinker Blvd. St. Louis, MO 63130 Email: [vnesmith@nfwm.org](mailto:vnesmith@nfwm.org)  
Fax: 314-726-6427 [www.nfwm.org](http://www.nfwm.org)

Applications will be accepted via e-mail, fax, and regular mail