



IJM **Development Program Coordinator**

Who We Are

IJM is the global leader in protecting the poor from violence in the developing world. Our global team of over 1,000 professionals are at work in over 25 offices. Together, we are catalyzing a global revolution that will rescue millions, protect half a billion, and make justice for the poor unstoppable.

Motivated by God's call to seek justice for the oppressed, we believe that the way we work is as important as the results we achieve. We are a global community that cares for one another. We value joy and celebration, and we strive to provide professional excellence to all those we serve.

The Need

After nearly two decades of continued growth and operational success in pioneering the work of protecting the poor from violence, IJM has become an \$80 million organization with 1000 global employees. As IJM continues this trajectory of growth and scaling of its impact, IJM's National Director of Development is seeking a collaborative Development Program Coordinator to provide excellent cross-departmental administrative support for Development and Church Mobilization that enhances and maximizes the productivity and effectiveness of IJM Canada, while giving strong attention to detail, being solutions oriented, and working with confidential and sensitive information in a fast-paced professional environment.

This position is based at IJM Headquarters in the Toronto metro area and reports to the National Director of Development.

Responsibilities

- Serve as primary internal point of contact for the Development Team.
- Efficiently and effectively interact with multiple staff, both remote and in office while helping to ensure team members are able to execute their responsibilities.
- The willingness to initiate and lead assigned projects and to ensure all stakeholders are aligned on roles and intended outcomes from the beginning of the project.
- The ability to provide coordination, research and support communications while helping support relationships with IJM Campus Chapters and Canadian Churches as needed.
- Develop and maintain team reporting rhythms to grow and sustain dashboards while ensuring strong data practices across the team including regular review of Face-to-Face meeting entries, opportunities, and donor transactions.
- The ability to understand and prioritize administrative processes and ensure accuracy of reports and data entry and accurately coordinate and process team event scheduling and travel needs.
- Ensure the Development Team is supplied with resources, including any necessary education material, reporting, and assisting with the development of other resources to support engagement with donors as required.

- Arrange travel plans for the Development team. This will involve reaching out to donors and church leaders to make domestic travel arrangements and assist, as needed, with travel to the field.
- Respond to general email inquiries and complete monthly expense reports for the National Director of Development and Directors of Development.

Requirements:

- At least 3-5 years of experience leading teams to provide exceptional administrative support with program and project management in a fast-paced, professional environment.
- Required Bachelor's degree, preferably in a related field.
- Ability and willingness to present emotionally compelling public speeches and presentations that move people to action and assist onsite at events for Development and Church Mobilization efforts while interacting with attendees, as needed.
- Experience using Raiser's Edge Software and/or Salesforce programs.

Critical Qualities:

- Mature orthodox Christian faith as defined by the Apostles' Creed
- Self-starter with strong initiative
- Disciplined with priorities
- Strong interpersonal skills and self-awareness
- Exceptional verbal and written communication
- Flexible, collaborative and eager to support others
- Effective team player who fosters collaborative environment
- Adept at creative problem solving

What does IJM have to offer?

- We offer a generous compensation plan
- We offer the chance to work in an engaged and positive work culture where employees are valued
- We offer coaching, professional and personal development, and staff care
- We offer the opportunity to make a difference in the world
- We are more than a workplace. We strive to be a community of spiritual formation, helping our staff work out God's call to justice in their lives.

Upload Resume, Cover Letter & Statement of Faith* in one document.

***What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.