



608 N. Buchanan Blvd.
Durham, NC 27701
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Position Opening: Development Coordinator

Supervisor: CCS Executive Director

FTE: ½-time @ 20 hrs/wk (with possibility of more hours at future date)

Date Created: 4/7/26

Position Start Date: earliest available

POSITION SUMMARY

The Development Coordinator works with the Executive Director to implement the center's advancement objectives. The position oversees donor tracking, event management, and marketing efforts and focuses on expanding the network of CCS's ministry partners. Strong candidates have experience in development; including in event planning, marketing, and CRM use; and excellent organizational, networking, and communication skills.

RESPONSIBILITIES

- Support Executive Director in donor management, including tracking giving status and processing pledges and gifts to CCS
- Plan and manage ministry partner events and programs under the direction of the Executive Director
- Work with CCS Executive Director and communications team to create marketing strategy that engage CCS's constituents and manage implementation of that strategy
- Work with Executive Director and Young Alumni position(s) on the CCS board to execute strategies to foster young alumni participation in CCS development events and giving opportunities
- Prepare and deliver donor reports, presentations, and other materials (as required) to Executive Director

QUALIFICATIONS

- Prior experience in development preferred
- Experience in event planning
- Experience in donor database management
- Experience in marketing (helpful)
- Excellent networking skills
- Excellent communication skills
- Organized, exhibits attention to detail

***These statements are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*

***CCS requires all staff and its Board of Directors to sign a Statement of Faith. The statement will be shared with applicants in the application process.*

TERMS OF EMPLOYMENT

- Wage negotiable based on qualifications and experience
- Additional employment information to be provided during application process
- Review of applications will begin on 4/15/26 —applications will continue to be accepted until the position is filled

WORKING CONDITIONS

- Normal office environment
- Work is preferably done at the CCS office, flex work is negotiable
- Occasional travel may be required

TO APPLY

Please send a cover letter and resume to Executive Director Edward Dixon (edward@ccsduke.org).