

# Development Coordinator

Since 1992, The Veritas Forum has invited university communities to dialogue with respect and curiosity about the ideas that shape our lives. In recent years, Veritas has expanded our program model for wider and deeper impact, attracting increased funding and philanthropic interest. Revenue has tripled over the past five years. By God's grace, Veritas hopes to continue increasing revenue in the years ahead to help more students and faculty engage in conversations about life's big questions.

Veritas is seeking a highly organized, dependable, and enthusiastic Development Coordinator to support the Development Team's ambitious goals of doubling revenue over the next five years. The position will report directly to the Director of Foundation Relations and will be an integral addition to a growing, driven, and talented development team that includes grant management, major gifts, event management, systems and database management, and specialized communications. This role will bring the team to seven full-time equivalent staff. This position will allow the right candidate to learn the many aspects of an effective fundraising program for a growing non-profit and give the Coordinator exposure to Veritas's strategic partnerships with some of the nation's largest funders.

## What You Will Do

- Support our Foundations & Grant Management team (60%)
  - Support the tracking and management of grant commitments and deliverables by understanding our foundation partners' priorities, processes, and requirements.
  - Contribute to the creation of proposals, reports, and slide decks for specific donors.
  - Collaborate with program leaders on development needs, such as compiling grant reporting data.
- Support the broader Development team (40%)
  - Strengthen the entire fundraising function by providing strategic donor and prospect research to expand our pipeline.
  - Carefully review our annual appeals, impact report, holiday mailings, and other mailings before each is sent out.
  - Maintain and improve the quality of our donor data for current and prospective funders in our donor database.
  - Process financial gifts, including accurate and timely acknowledgements and receipts to thank our donors.

- Collect, organize, and distribute key fundraising information and assets (i.e., program results, photos, quotes, stories). Develop new assets (i.e., tables, charts, graphics) to strengthen our proposals and reports.
- Support the entire Development team in cultivating and stewarding new and prospective donors

## Requirements

- Be a mature and growing Christian whose passion for Christ should be grounded in the regular disciplines of Bible study, prayer, and fellowship with other believers in the context of a local church and be evidenced by the fruit of the Spirit in their lives.
- Sincere enthusiasm for the mission of The Veritas Forum.
- Bachelor's Degree required. No previous work experience required.
- Comfort with spreadsheets (primarily Google Sheets), data, and basic spreadsheet formulas.

## Who You Are

- Extremely organized
- Highly attentive to detail
- Comfortable working independently while also enjoying being part of a team of fast-paced, highly-capable colleagues
- Excellent at managing deadlines (or communicating well before deadlines are missed)
- Willing and eager to learn quickly

## Position Overview

Status | Full-time, exempt

Location | Fully remote. Must be willing and able to work from home.

Travel Requirements | 10-15 days per year for Veritas events and trainings

## Benefits & Compensation

The Veritas Forum offers benefits and compensation commensurate with experience and competitive with other nonprofit organizations.

## Next Steps

Interested applicants can apply [here](#). If you have any questions, please email us at [jobs@veritas.org](mailto:jobs@veritas.org).

## About Veritas

Many of the world's great universities were founded on the idea that faith and reason are inseparable in the pursuit of truth. We believe this still holds true—and that an openness to dialogue and discovery is essential to both the university and Christianity. The Veritas Forum puts the Christian faith in dialogue with other beliefs and invites participants from all backgrounds to seek truth together.

Driving this vision are three core pillars of work: campus dialogue, community formation, and content engagement. We come alongside students, faculty, and campus ministers to help create Forums on university campuses around the world that invite intellectually curious students and scholars to explore life's big ideas. In support of this work, we connect, form, and train networks of students and faculty leaders who carry on the conversations through journals and scholarship, and we extend the conversations to global audiences through digital media.

The first Veritas forum took place at Harvard in 1992, and today nearly 200 universities across the United States, Canada, Europe, and Asia host Forums, and have engaged over 800,000 students, faculty, and university community members.

## Our Name

"Veritas" is the Latin word for truth—and a word commonly found in university mottos; it refers to our belief that truth can be sought and found. "Forum" refers to our commitment to creating spaces where ideas can be openly shared and discussed.

## Our Beliefs

We are grounded and motivated by the historic Christian faith that seeks to love God and neighbor. We affirm the Nicene Creed and are ecumenical and invitational in our approach.