

**Advancement Coordinator**  
**Effective: October 1st, 2016**

***Position does not require the staff member to reside on the camp facility, near Westport, ON.***

IAWAH seeks an Advancement Coordinator (AC) to facilitate stronger communication and relationship building within IAWAH's constituency. The AC will develop and increase communication with four overlapping communities: donors, corporation members, alumni and volunteers. The outcome will be an engaged, educated and enthusiastic supporting community, and as a result, a thriving ministry. Working in cooperation with the Executive Director, the successful candidate will be able to execute IAWAH's Development plan, initiate engagement strategies within the four stated communities, work independently, follow through on projects and effectively collaborate with IAWAH team members, volunteers and stakeholders.

**We are seeking an Advancement Coordinator who.....**

- Has a passion to see God's Kingdom grow; and ability to work in a team setting.
- Is highly self-motivated, organized and has an ability to get the job done.
- Shows strong attention to detail and follow-through in all tasks. Can multi-task.
- Has strong communication skills including face to face, digital media and writing.
- Enjoys making new friends and networking at events.
- Has fundraising experience and/or a demonstrated commitment to philanthropy.

**The Advancement Coordinator role includes...**

- Volunteer recruitment, placement and recognition
- Assisting with special events; planning, set-up, execution, hosting and follow-up
- Donor cultivation, conversations, record keeping and follow-up
- Alumni communication, alumni events and special projects
- Corporation Membership engagement and conversations
- Collecting stories, testimonies from the ministry and writing
- Keeping conversations alive through social media channels and regular posts
- Telephone and face to face conversations
- Working with Staff and Board members, volunteers and committees.

**The following skills will be considered assets:**

- A background in either communications, fundraising, or writing
- Marketing or event planning experience
- Data-base management skills
- Experience with social media

***IAWAH Christian Ministries*** is a non-denominational, charitable, year-round ministry based on a 200+ acre waterfront property near Westport, ON. The focus of the ministry is youth discipleship through providing youth leadership programs, summers camps, family experiences and year-round retreat and conference facilities.



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IAWAH exists to plant seeds of faith, nurture disciples, and cultivate Godly character and leadership.

*"The vision of IAWAH is to develop deeply rooted followers of Jesus who are equipped for God's harvest – wherever they are planted."*

Further information (vision, core values and beliefs) available at [www.iawah.com](http://www.iawah.com)

Interested individuals can apply by providing a cover letter, résumé and three references to:

**IAWAH Christian Ministries**  
c/o Jeff Friesen, Executive Director  
[director@iawah.com](mailto:director@iawah.com)

304 Iawah Road, Godfrey, Ontario K0H 1T0  
ph. 613-273-5621 fax 613-273-3487

Applications will be considered until a suitable candidate is hired.