



Job Description: Fundraising & Development Coordinator

Clay & Oak is seeking a **Fundraising & Development Coordinator** to help expand the organization's fundraising capacity through events, community engagement, and strategic partnerships. This job will play a key role in building relationships with individuals, businesses, churches, and community groups who want to support Clay & Oak's mission.

This position will work closely with the Development Director to plan and execute fundraising initiatives, coordinate events, and cultivate partnerships that strengthen financial support for the organization's programs. The ideal candidate is relational, organized, and passionate about mobilizing others to engage in the mission of Clay & Oak.

This role requires someone who can manage logistics while also connecting with people and creating opportunities for the community to get involved in meaningful ways. The Fundraising & Development Coordinator will help grow the network of supporters who make it possible for Clay & Oak to provide safe housing, restorative care, and long-term support to survivors of human trafficking.

Key Responsibilities:

- Assist in planning and coordinating fundraising events, including logistics, volunteer coordination, sponsorship outreach, and event timelines.
- Develop and manage community engagement initiatives that connect individuals, churches, businesses, and civic groups to Clay & Oak's mission.
- Identify and cultivate partnerships with local businesses and organizations interested in supporting Clay & Oak through sponsorships, events, or collaborative initiatives.
- Coordinate and implement peer-to-peer fundraising opportunities and community-driven fundraising campaigns.
- Recruit, organize, and support volunteers assisting with fundraising events and initiatives.
- Assist in developing and maintaining relationships with donors, sponsors, and community partners through meetings, follow-up, and engagement opportunities.
- Maintain organization of fundraising initiatives, including tracking partnerships, sponsorships, event progress, and fundraising outcomes.
- Collaborate with staff to ensure fundraising efforts align with program needs and organizational priorities.
- Assist with planning and execution of donor appreciation and community engagement opportunities.
- Support the Executive Director & Development Director in identifying and pursuing new fundraising opportunities and initiatives.
- Work closely with the Development Director to form Clay & Oak's 2026 & 2027 Development Plan and Capital Campaign.

Qualifications:

- Agreement with our statement of faith, as we are a Christ-centered, faith-based, Christian nonprofit organization.
- Strong interpersonal skills with the ability to build relationships and connect with diverse groups of people.
- Strong organizational and logistical skills with the ability to manage multiple projects and events simultaneously.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Passion for the mission of Clay & Oak and a heart to serve survivors of human trafficking.
- Experience in event planning, community engagement, fundraising, nonprofit work, or related fields is preferred but not required.
- Comfortable representing Clay & Oak in community settings and networking environments.
- Strong communication and follow-through skills.

This position helps ensure that more survivors have access to safe housing, restorative care, and the resources they need to rebuild their lives. If you have a heart to serve, apply today!

Position Details:

- Part-time position (approximately 25–30 hours per week)
- Flexible scheduling with a primarily remote work environment
- Reports to the Development Director
- Local candidates preferred due to the community-facing nature of the role

To Apply:

This position is live on our website at www.ClayandOak.org. Please apply directly on the Job Opportunities page.

If you have trouble with internet connectivity, please email a resume (if available) and a brief letter of interest sharing why you're interested in this role to the Clay and Oak leadership team. If a resume is not available, we welcome a conversation or other forms of expression.

Leadership Team:

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