



Come join a team of passionate people working to empower local families to overcome homelessness and housing insecurity.

Family Promise of Greater Wichita is looking for a **Development Coordinator** who is organized, creative, people-oriented, and interested in growing a career in nonprofit development.

Working alongside our Director of Development & Community Engagement, you'll get hands-on experience in many different parts of fundraising and community engagement - from events and donor stewardship to communications, grants, storytelling, and more.

You don't need to already be an expert in all of those things. We're looking for someone with a little professional experience, a willingness to learn, and the kind of initiative that makes you excited to jump in and figure things out. We'll provide opportunities to learn, take on meaningful work, and grow your responsibilities as your skills and confidence develop.

Compensation: The compensation for this full-time position starts at \$21.50 per hour, with starting pay determined based on relevant experience, education, and qualifications.

When you come to work for Family Promise, here is what you'll find:

- **Meaningful work.** You'll be part of a close-knit, collaborative team working to create meaningful change with families in our community.
- **A chance to grow.** You'll work closely with an experienced development professional and gain exposure to many different areas of nonprofit fundraising and community engagement. You won't be expected to know it all on day one.
- **Space to be creative.** We like good ideas! You'll have opportunities to contribute to events, communications, donor engagement, storytelling, and how Family Promise shows up in our community.
- **Work-life balance.** We offer flexible work options within our general office hours of Monday–Friday, 9 a.m.–5 p.m., along with paid time off benefits that include two personal days each year specifically for self-care.
- **A community around you.** Our staff is supported by an incredible network of volunteers, board members, churches, donors, and community partners who believe deeply in this mission.
- **A team that values growth and initiative.** Our core commitments are to Meet People Where They Are, Demonstrate Accountability, Practice a Growth Mindset, and Take Initiative.

What You'll Get to Do

Development is varied work, and that's part of what makes this role fun. Some days you'll be helping prepare for a big event; others you may be writing a donor thank-you, updating information in our CRM, gathering a great story, researching a grant opportunity, or helping us prepare for a community meeting.

Some of the ways you'll support the team include:

- Helping coordinate fundraising events, donor gatherings, and community engagement opportunities.
- Supporting donor stewardship, acknowledgements, meeting preparation, and follow-up.
- Keeping donor, gift, event, and engagement information organized and accurate in our CRM.
- Helping create newsletters, donor communications, event materials, and other content.
- Gathering stories, photos, information, and outcomes that help us share the Family Promise mission.
- Assisting with grant research, applications, reports, and supporting materials.
- Helping coordinate sponsors, volunteers, vendors, and other event details.
- Bringing your own ideas and creativity to how we engage people in our work.
- Learning alongside the Director of Development & Community Engagement and gradually taking greater ownership of projects as you grow.

Who We're Looking For

You do not need to check every box to apply. We're much more interested in finding someone with a good foundation, strong potential, and a genuine desire to grow.

This could be a great fit if you have around two years of professional experience in an area like nonprofit work, fundraising, events, communications, administrative support, customer service, community engagement - or something else that has given you transferable skills.

We're especially interested in someone who is:

- Organized and good at keeping track of details and deadlines.
- A strong communicator, both in writing and in person.
- Comfortable building relationships and interacting with lots of different kinds of people.
- Creative and willing to contribute ideas.
- Comfortable learning technology and working with databases, spreadsheets, and other systems.
- Dependable and able to follow a project through to completion.
- Curious, receptive to feedback, and eager to learn.
- Someone who notices what needs to be done and is willing to jump in and help.
- Excited about building their skills and growing as a nonprofit professional.

Most importantly, we're looking for someone who believes people experiencing homelessness deserve to be treated with dignity and who understands the responsibility we have to represent families and their stories well.

If some of this is new to you, that's okay. If you see yourself in this role and are excited about the opportunity to learn, we'd love to hear from you.

Our Work

Family Promise of Greater Wichita works alongside families with children experiencing homelessness and housing insecurity through shelter, diversion, and long-term stabilization services. Our goal isn't simply to help families through an immediate crisis, but to help create sustainable paths toward lasting housing stability.

About Family Promise of Greater Wichita

Family Promise of Greater Wichita is a registered 501(c)(3) nonprofit. Our mission is to empower families with children to overcome homelessness and housing insecurity through a holistic approach, community involvement, and sustainable solutions.

Our core values are Dignity, Relationship, Integrity, Empowerment, and Versatility.