



## Job Description

<b>Position:</b>	Business Development & Marketing Coordinator
<b>Reports to:</b>	Vice President of Business Development and Marketing
<b>Department:</b>	Business Development & Marketing
<b>Location:</b>	Irvine Corporate Office
<b>FLSA:</b>	Non-exempt

### Position Summary:

CDF Capital exists to help churches grow. While the uniqueness of our business model can make it challenging to market our services effectively, we continue to strive to expand the impact of our work.

The Business Development and Marketing Department is seeking someone to assist, collaborate, and hone new skills to meet the demands of this challenging endeavor. Working as a member of a small team, the staffer will execute in content editing and creation, relationship management, project fulfillment, and final review of work products.

We seek someone pursuing a career in marketing, business development, or sales support who desires to grow in a faith-based setting and is capable of excelling in a fast-paced business environment.

### Essential Functions:

- Assisting in creative tasks, including designing and executing marketing efforts across digital, social media, and email channels
- Drafting, editing, and publishing marketing materials and promotional content
- Understanding project scopes and schedules, completing tasks with excellence and in a timely manner
- Collaborating with marketing vendors to ensure quality and delivery of assigned projects
- Coordinating with the VP of Business Development to fulfill organizational needs
- When needed, assisting with CDF Capital events
- Other duties as assigned

### Key Qualifications:

- A living, vital faith in Jesus Christ
- High School Diploma or GED required, Bachelor's Degree in Marketing, Communication or Business preferred
- Up to 2 years of relevant experience supporting marketing initiatives (internship, academic projects, freelance, or professional)

- Exposure to areas such as social media, content creation, email marketing, and campaign coordination
- Proficiency in MS Office and social media platforms; existing knowledge or ability to learn to navigate website software (e.g., WordPress, Squarespace); familiarity with Adobe Creative Cloud is helpful
- Strong written and verbal communication skills for creating content, digital editing, and engaging with stakeholders; a writing sample will be requested
- Highly organized with excellent attention to detail
- Desire to increase existing skill set, increasing knowledge and capacity, while building relationships necessary to accomplish marketing goals
- Ability to communicate confidently and collaborate generously with all levels of employees within the organization
- Ability to work independently if needed
- Ability to travel as needed

### **Working Conditions**

The physical demands described here are representative of those required of the employee to successfully perform the essential functions of the position. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions. The employee must sit for prolonged periods, and stand, walk, reach, twist, turn, bend, and stoop in the performance of daily office activities. The employee must be able to grasp a computer keyboard, perform repetitive hand movements, and demonstrate fine coordination to use it. The position also requires the employee to use near vision for reading correspondence and data, and for using a computer. Hearing is required when communicating by phone and/or in person. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

### **General Information**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

### **Equal Employment Opportunity (do not edit)**

CDF Capital is both an equal opportunity employer and a faith-based religious organization. We conduct hiring without regard to race, ethnicity, national origin, citizenship, age, gender, marital status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of CDF Capital as an equal opportunity employer does not prevent us from hiring staff based on their religious beliefs, so that all employees share the same religious commitment, which is central to our mission.