



Recruitment & Partnership Development Coordinator

Organization: [Bethany](#) and [Bethany Global University](#)

Location: Bloomington, MN

Employment Type: Full-Time, Benefit Eligible

Job Overview

As a representative of the voice, face, and heart of Bethany, this role plays a vital part in advancing Bethany and Bethany Global University's mission. The Recruitment & Partnership Development Coordinator will engage prospective students and field workers, guide them through onboarding, and support their fundraising efforts. This position blends relational outreach with strategic coordination to help individuals thrive in their journey with Bethany.

Key Responsibilities

Student Recruitment

- Initiate and maintain communication with prospective students via phone, email, and text.
- Track and report outreach activity using CRM tools (Populi, spreadsheets).
- Build and maintain accurate student profiles across systems (Populi, Canvas, Microsoft).
- Support admissions events and represent BGU professionally.

Partnership Development

- Train and coach student interns and field worker appointees in fundraising strategies.
- Onboard individuals to online donor systems.
- Monitor donation activities and help coach donor communication.

Field Worker Recruitment

- Manage internal communications (e.g., intranet newsletter, Instagram).
- Engage BGU graduates and other prospects through various channels.
- Track recruitment progress and assist in developing outreach strategies.



Qualifications & Requirements

- **Education:** Bachelor's degree preferred or at least 3 years of missions and fundraising experience.
- **Preferred Experience:**
 - Missions experience
 - Fundraising and donor engagement
 - Background in recruitment, call center tasks
- **Skills & Competencies:**
 - Recruitment
 - Donor engagement and fundraising
 - Teamwork and relationship building
 - Strong written and verbal communication
 - Public speaking and marketing
 - Adaptability and resilience
 - Technology proficiency

Working Conditions

- Office-based with computer and phone/video communication
- Occasional travel for recruitment events (2–4 times per year)

Contact:

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Bethany Information

- Bethanyinternational.org
- Bethanygu.edu