Gratitude Coordinator

Contract Position | ReconcilingWorks

Hours: Up to 10 hours per week
Compensation: $25 per hour
Status: Independent Contractor
Reports to: Executive Director

Position Overview

ReconcilingWorks is seeking a warm, organized, and relationship-centered **Gratitude Coordinator** to help us deepen how we thank and celebrate the people and communities who make our ministry possible. This is a flexible contract position of up to 10 hours per week and will focus primarily on personalized donor and supporter appreciation.

Gratitude is an important part of our commitment to building meaningful relationships with donors, Reconciling in Christ (RIC) partners, supporters, and friends of ReconcilingWorks. The Gratitude Coordinator will help ensure that people who invest in our mission know that their generosity is noticed, valued, and connected to the ongoing work of welcome, inclusion, celebration, and advocacy.

Primary Responsibilities

The Gratitude Coordinator will work with ReconcilingWorks staff to provide timely, thoughtful, and personalized expressions of gratitude. Responsibilities may include:

- Engaging with the ReconcilingWorks donor database to identify gifts, donors, RIC partners, milestones, and opportunities for personalized acknowledgment.
- Writing and mailing handwritten thank-you cards and notes.
- Drafting and sending personalized thank-you emails.
- Making thank-you phone calls to donors and supporters.
- Recording short, personalized gratitude videos for donors, congregations, and other supporters.
- Helping acknowledge first-time donors, recurring donors, longtime supporters, significant gifts, and other giving milestones.
- Maintaining accurate records of gratitude and donor engagement activities in the database.
- Coordinating with the Executive Director and staff to identify individuals or communities who would benefit from additional personal outreach.
- Helping develop creative and meaningful ways ReconcilingWorks can express gratitude throughout the year.
- Maintaining appropriate confidentiality when working with donor and organizational information.

Desired Skills & Qualities

The ideal contractor will be someone who:

- Is warm, personable, and comfortable connecting with people through writing, phone calls, and video.
- Has strong written and verbal communication skills.
- Is organized and able to independently manage ongoing tasks and follow-up.
- Is comfortable learning and working within a donor or constituent database.
- Pays attention to details, particularly names, giving information, and communication records.
- Understands that meaningful gratitude is about relationship-building rather than simply completing a transaction.
- Is comfortable representing ReconcilingWorks and its mission with professionalism, joy, and care.
- Is committed to LGBTQIA+ inclusion and racial equity and can communicate within the values and mission of ReconcilingWorks.

Contract Structure

This is an **independent contractor position for up to 10 hours per week at $25 per hour**. The schedule can be flexible, with hours varying somewhat depending on donor activity, campaigns, and organizational needs.

The Gratitude Coordinator will work closely with the Executive Director and ReconcilingWorks staff while independently managing assigned gratitude and donor-engagement activities.

About ReconcilingWorks

ReconcilingWorks advocates for the acceptance, full participation, and liberation of people of all sexual orientations, gender identities, and gender expressions within the Lutheran Church. Through the Reconciling in Christ program, education, resources, accompaniment, and advocacy, ReconcilingWorks equips faith communities to deepen their commitments to LGBTQIA+ inclusion and racial equity.

At its heart, this position is about helping ReconcilingWorks say something simple and important to the people who sustain this ministry: **We see your generosity. We are grateful for you. And your support makes this work possible.**

Submit a cover letter and resume to aubreyt@reconcilingworks.org before September 9th, 2026.

Projected Start date is October 1, 2026.

ReconcilingWorks provides equal Employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, states, or local laws.