

Position: Development Coordinator/Event Specialist

Reports to: Director of Development

FSLA Status: Exempt Full time

The Development Coordinator performs a wide range of activities to assist the Office of Development's outreach to donors and parishes. This position is involved in Department planning and fundraising activities and also involves some evening and weekend responsibilities.

Primary Tasks and Responsibilities

- Successfully convey the mission and vision of the Archdiocese
- Special event planning, preparation, and involvement
- Planning, materials development, and implementation of the Archdiocesan Annual Appeal
- Develop relationships with Archdiocese parishes and schools and assist them with their fundraising needs and plans
- Assist in securing private foundation support
- Donor cultivation and solicitation
- Oversee adherence to Archdiocesan Development policy by all Catholic entities engaged in fundraising in the Archdiocese
- Support all development department efforts as necessary
- Priests Retirement Luncheon - planning, preparation, and implementation

Key Competencies

- Demonstrated skills in capital, annual, and endowment fund raising and event management
- Ability to handle confidential financial and personal information with discretion and sensitivity
- Excellent verbal and written communication skills
- Premium on customer service and donor relations
- Highly motivated and organized with the ability to prioritize and multi-task
- Proven ability to work independently and accomplish projects with limited supervision
- Desktop publishing – ability to create and produce printer-ready materials
- Effective problem solver and consensus builder
- Displays commitment and urgency
- Attention to detail and accuracy
- Committed to collaboration

Education and Experience

- Bachelor's Degree
- Strong computer skills, particularly Microsoft Word, Excel, PowerPoint, and Raiser's Edge
- At least four years of experience in fund raising
- At least three years of experience working with non-profit organizations
- Knowledge of the Archdiocese of San Francisco and the community served
- Database management
- Extensive customer interaction

To apply, please send cover letter, resume, and completed [Employment Application](#) to Ms. Christine Escobar, Human Resources Manager, Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109 or careers@sfarch.org.