

Position: **Development Coordinator**

Reports to: Director of Development

The Development Coordinator performs a wide range of activities to assist the Office of Development's outreach to donors and parishes. This exempt position is involved in Department planning and fundraising activities. These include but are not limited to the Priests Retirement Luncheon, Archdiocesan Annual Appeal, and donor relations. The position 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

Position Content

- Priests Retirement Luncheon - planning, preparation, and implementation
 - Direct and coordinate efforts of the Luncheon Committee
 - Solicit Major Gift sponsors
 - Create and direct the development and production of the Luncheon materials
 - Coordinate all event planning – seating, meal, honorees, gifts, etc.
- Archdiocesan Annual Appeal - planning, preparation, and implementation
 - Support establishment of parish goals
 - Assist Pastors and parish AAA committees
 - Plan and organize the AAA kickoff
 - Organize the creative, graphic, and printing of the AAA materials
 - Oversee the organization, printing, and mailing of thank you letters, tax letters, etc.
- Parishes and ministries - assist with their fundraising needs and plans
 - Support and consultation to Pastors and parishes regarding general fund raising
 - Assistance with increasing parish Offertory income
 - Support and consultation to Pastors and parishes regarding major fund raising efforts
 - Direction and assistance in identifying foundation prospects and generating basic foundation proposal materials

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