

JOB POSTING

Job Title:

FUND DEVELOPMENT COORDINATOR

General Statement of Duties:

Works closely with the Executive Director, Director of Development, and Fund Development Committee on implementation of the fund development plan for the organization.

Qualifications:

- Assist Director of Development in the implementation of the Fund Development Plan including but not limited to:
 - All events and communications
 - Annual Christmas Appeal
 - Grant writing – meeting deadlines for submission and reporting
 - Annual reports, newsletters, etc.
 - Volunteer coordination
- Assist Director of Development in maintaining the donor management system, including:
 - Accurate processing of incoming donations
 - Near Real Time thank you letters
 - Pledge reminders
 - Annual statements
 - Reporting
- Maintain action plans and calendars for the various fundraising initiatives.
- Develop and nurture donor relationships, identify prospects, encourage continued and/or expanded support and engagement.
- In collaboration with the Director of Development, prepare revenue and expense reports for all events.
- Participate in public relations, speaking engagements, and fundraising events.
- Perform duties in keeping with Catholic social teachings.
- Perform other duties as assigned.

Classification:

- Full Time (40 hours a week)
- This position reports to the Director of Development.

Hours:

- Must be willing to work flexible hours.
- Must be willing and able to work irregular hours including weekends and evenings as required.

If interested please respond in writing with resume and cover letter to Bea Cuthbertson, Director of Development, bcuthbertson@catholiccharitiesjlhc.org. EOE.

Providing Help Creating Hope