



# CATHOLIC DIOCESE OF RALEIGH

## POSITION DESCRIPTION FORM

### Position Information

Position Title: **Development Coordinator**

Department: **Catholic Charities of the Diocese of Raleigh**

Reports To (Title): **Chief Development Officer - Catholic Charities**

Work Schedule:  M – F Hours: \_\_\_\_\_ to \_\_\_\_\_  Other: \_\_\_\_\_

Type of Employee (Hours worked per week)  Regular Full Time (≥30)  Regular Part Time (20-29)  Part Time (≤20)  Temporary (varies)

Percentage of Travel Required  0%  10%  25%  50%+

Exemption status ( <i>HR use only</i> )	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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### Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

Reporting to the Chief Development Officer, the Development Coordinator is responsible for advancing the mission of Catholic Charities of the Diocese of Raleigh by working with program staff to raise Catholic Charities visibility in the community and to expand fundraising capacity in development and fundraising endeavors. The Development Coordinator will be responsible for assisting the Chief Development Officer in identification, solicitation, and stewardship of major donors as well as assisting with the coordination and implementation all fundraising special events.

### Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

**Donor Cultivation/Relationship Building:**

- Gain a comprehensive understanding of the priorities of Catholic Charities as a whole and make a persuasive oral and written case for supporting key programs
- Make public appearances/accept speaking engagements to share information about Catholic Charities with the community
- Conduct assigned personal visits with prospects and donors
- Assist Chief Development Officer in identifying strategies to grow the donor pipeline
- Work with the Development Team to maintain a donor retention program for current and future donors
- Assist with the coordination of regional fundraising and awareness efforts

45.00

***Duties and Responsibilities*** continued from page 1

Donor Cultivation/Relationship Building Continued:

- Maintain a relationship with Diocesan Development Department and Data Services
- Utilize fundraising database and tracking systems
- Support creation of publications to support fundraising activities

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Special Events:

- Assist with the Coordination of fundraising special events i.e. Catholic Charities Gala, Drive Out Hunger Golf Event, various regional events, and online giving appeals
- Support and serve as main point of contact for volunteer special event committees
- Work with contracted event vendors and agencies to ensure seamless, integrated execution of events, and related services and support
- Work with Chief Development Officer and special events committees to plan and manage all activities and expenses associated with executing events. Those activities include, but are not limited to, guest invitations, guest experience, venue/vendor contracts, agenda/run-of-show, audio-visual needs, decoration, entertainment and experiential elements, seating, registration, and managing special guests.
- Assist the Chief Development Officer with capital campaigns

45.00

Special Events Continued:

- Collaborate with the Communications Team to coordinate event communications/PR efforts including design and printing, press releases, social media, and publicity
- Work with the Finance Team to monitor budgets (revenues and expenses) and payment processes for events and build reporting tools to track success

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Other Duties:

- Attend agency, staff, and community meetings as determined by supervisor
- Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor

10.00

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## Position Qualifications

### Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: \_\_\_\_\_ Degree Type: Bachelors Degree

Concentration: \_\_\_\_\_

### Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Special Events and Development Years of experience: 2

### Qualifications

- Strong project management skills with the ability to achieve results, manage multiple tasks and adhere to tight deadlines
- A track record of successfully securing gifts from donors
- Utilizes a strategic approach to fundraising and possess a strong knowledge of fundraising best practices
- Experience and knowledge of using Blackbaud Raiser's Edge and Wealth management software
- Exceptional oral and written communication skills
- Ability to work in a team environment

#### Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Skills: Proven computer skills including Word, Excel and other appropriate applications

\*Job responsibilities will involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled, and as needed.

## Position Characteristics

### Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Level of Supervision Received (check the option that best describes the position overall)

<b>Direct Supervision:</b> Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
<b>General Supervision:</b> Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
<b>Intermittent Supervision:</b> Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
<b>Administrative Supervision:</b> Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
<b>Long-Range Administrative Direction:</b> Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.*