

January, 2026

## **Catholic Community Foundation of West Central and Southwest Ohio**

### **Donor Support Coordinator Job Description**

**Services:** The Donor Support Coordinator performs a wide variety of tasks and services for the Foundation, especially in donor relations and database management. This position is full-time, with flexible hours, and home-based. The Donor Support Coordinator will be responsible for gift entry, database management, and donor stewardship for the Foundation. This role includes daily gift entry, the generation of tax receipts and thank-you letters to donors, ongoing database management, and organizing the Foundation's donor stewardship activities, including outbound email blasts and the management of our website. This position is also responsible for taking minutes at quarterly board meetings, sending agendas and other communications to board and board committee members and organizing board activities and donor-focused events. This is a position that requires a strong attention to detail, an exceptional level of maturity, a friendly, compassionate personality, and a positive attitude. This position also requires a high level of integrity and confidentiality. Excellent organizational skills, the ability to multi-task and prioritize, work in a team-centered environment, and interact with a diverse population of personalities in person, over the phone, and by email are essential. Experience with the Foundation's software platform, Community Suite by Foundant Technologies ("C-Suite") is preferred but not required. Experience with Microsoft Office Suite, WordPress, Constant Contact, Crescendo, Stripe, Docusign, and Dropbox is preferred but not required. A minimum of a bachelor's degree is required.

#### **Duties and Responsibilities:**

- Make daily gift entries, including the recording of checks, credit cards, and online gifts through C-Suite and Stripe platforms.
- Coordinate the recording, processing and acknowledgement of stock/mutual fund gifts with our CFO, Key Bank and C-Suite.
- Prepare and send thank you letters and tax receipts to all donors through C-Suite.
- Maintain C-Suite donor database and ensure accuracy of all gift and data entry.
- Prepare and send other donor communications and correspondence, including but not limited to regular outbound email blasts through Constant Contact.

- Maintain and update the Foundation website ([www.GiveCatholicOhio.org](http://www.GiveCatholicOhio.org)) with WordPress.
- Develop, prepare, and maintain queries, lists, and reports for direct mail and other development activities.
- Assist with donor/prospect management and research.
- Assist with telephone calls, emails, and correspondence regarding gifts, pledges, events, and other development activities to and from donors, grantees, and our professional advisors' network.
- Organize and coordinate donor stewardship efforts, including special events, publications, correspondence, and other activities.
- Prepare donor lists and other information for the Annual Report and other publications.
- Manage records and stewardship for sponsorships, endowments, and other development projects.
- Take and maintain minutes of board meetings and help organize and coordinate board and board committee meetings and donor-focused event.
- Assure redundant record-keeping by saving all documents to Drop-Box account.
- Work closely with finance and accounting personnel and consultants on monthly reconciliation, annual review or audit.
- Provide general administrative support as needed.
- Other duties as assigned by the President/CEO.

**Additional Requirements:**

- Occasional evening and weekend work for special events and meetings in West Central and Southwest Ohio (Cincinnati and Dayton metro-markets).
- Availability for occasional local travel for no more than 150 miles round trip. No overnight travel anticipated.
- A valid driver's license and use of one's personal automobile for local travel.

**Working Conditions:** This position is home-based and requires flexibility in schedule to accommodate workflow and to provide superior customer service to our donors, grantees, and

professional advisors' network. The Foundation currently has no physical office but conducts periodic in-person meetings at various locations throughout the West Central and Southwest Ohio region. Constant communication with internal staff, clients, vendors and the public in a fast-paced virtual setting. Physical activity may include walking, climbing stairs, bending, stooping, reaching, lifting (up to 20 lbs.) and standing. Periods of prolonged sitting are required.

**Organizational Responsibility:** Employees of and consultants to the Foundation must have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based organization and adhere to the teachings of the Catholic Church. Employees and consultants will not publicly oppose the teachings of the Catholic faith or publicly advocate for any position in conflict with Catholic teaching or the United States Conference of Catholic Bishops (USCCB). This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**Supervision Received:** Works under the direction of the President & CEO.

**Supervision Exercised:** None.

**Compensation:** Commensurate with experience. Please state compensation history and requirements.