



PERSONNEL POLICY GUIDELINES FOR JESUIT SPIRITUAL CENTER
JOB DESCRIPTION

I. IDENTIFYING INFORMATION

POSITION TITLE: **DEVELOPMENT COORDINATOR**
DEPARTMENT: ADMINISTRATION
STATUS: FULL TIME, 12 MONTHS, SALARIED
REPORTS TO: EXECUTIVE DIRECTOR

II. PRIMARY FUNCTION OF THIS POSITION

This position involves leading efforts to plan and implement fundraising initiatives for the organization. These include, but are not limited to, grant seeking, direct mail solicitation, corporate fundraising, and individual major gifts. The Development Director will work closely with the Executive Director, Board of Directors, and other key stakeholders to ensure the organization's financial stability and growth.

III. POSITION CONTENT

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Identify, research, and analyze current and potential benefactors.
2. Oversee and cultivate relationships with benefactors.
3. Work closely with the Executive Director to align fundraising strategies with the organization's mission and values.
4. Support the potential expansion of the Development team including future direct report opportunities.
5. Provide high-level oversight of JSC DonorPerfect database with support from administrative team.
6. Collaborate with the Executive Director in the overall management of the annual appeal, planned giving, grant writing and other advancement efforts.
7. Manage donor outreach including solicitations and meetings for and with the Executive Director.
8. Remain current on laws, policies, and best practices related to donor cultivation and stewardship.
9. Collaborate with marketing team on development of communications, materials, newsletters and event-specific brochures and fliers.

10. Prepare advancement budget and provide monthly development financial reports.
11. Be available and present at specific events in support of advancement efforts.
12. Lead the Advancement Committee and fulfill other responsibilities as assigned by the Executive Director.

POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE AND/OR ABILITIES

1. Practicing Catholic; familiarity and identification with the language and values of the Catholic Church
2. Knowledge and understanding of Code of Ethical Standards and Association of Fundraising Professionals
3. Understanding of Ignatian Spirituality and the Society of Jesus
4. Strong organizational and time management skills
5. Excellent in verbal and written communication
6. Works collaboratively with others in a team approach to ministry
7. Self-motivated, flexible, and adaptable in a variety of work situations
8. Exceptional pastoral and public speaking skills
9. Ability to welcome and work with diverse groups and individuals (race, socioeconomic, religion, etc.)
10. Experience with non-profit and “zero-balanced” budgeting methods and procedures

PREFERRED EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Bachelor’s Degree
2. 3-5 Years of fundraising experience
3. Archdiocese of Cincinnati SafeParish Certification
4. Knowledge and ability to use various software, including DonorPerfect, Office 365 and Adobe CC

V. WORKING ENVIRONMENT/PHYSICAL WORK DEMANDS

1. Standing or sitting for long periods of time
2. Physical lifting
3. Confidentiality
4. Flexible working hours, including some evenings and weekends