



Fundraising and Volunteer Manager Position Description

A. Identifying Information

Position title: Fundraising and Volunteer Manager

Status: Full Time, 40 hours, Exempt

Reports to: Managing Director

Salary: Commensurate with experience

B. Primary Function of this Position

The Fundraising and Volunteer Manager is responsible for planning, coordinating, and executing development, fundraising, and volunteer strategies to support and advance the mission of OLHSC. This role encompasses executing the annual fund, special appeals, donor cultivation and engagement, event coordination, and volunteer management.

Duties and Responsibilities

- **Development & Fundraising:** Execute the annual fund and special appeals projects, ensuring target messaging for donors. Research and apply for grants and external funding sources. Prepares grant reports and funding requests. Initiate donor thank-you letters and correspondence. Maintain and update donor lists (by project, print, and digital). Prepare and manage donor campaign communications and special requests.
- **Communications:** Create print and email campaigns for donors. Coordinate and edit the bi-monthly newsletter *Fiat Lux*. Design and replenishes flyers, newsletters, and bulletin board materials. Updates electronic message boards monthly (hallway and gift shop).
- **Event & Volunteer Coordination:** Recruit, train, and support volunteers. Coordinate Holy Land tours (volunteer guides, phone, and online registrations).
- **Administrative & Office Support:** Perform general office tasks (phones, deliveries, mail, volunteer coordination).
- **Special Projects & Stewardship:** Manage relic display and reliquary documentation; provide leadership for Bethlehem and Jerusalem prayer experience.

C. Position specific requirements

- Must have excellent communication skills (written and oral), marketing and fundraising experience, ability to manage multiple priorities, and work well independently and with staff, volunteers, and donors.
- Candidate must be a practicing Catholic in good standing with the Church.
- At least 5 years of relevant work experience with excellent references.

D. Working Environment

- Maintain the office with the other staff members, ensuring a positive work environment for all staff, volunteers, visitors, and donors.
- Evening and weekend functions, as needed