



**Job Title: Development Coordinator**

**Reports to:** Executive Director

**Status:** Full – Time or Part – Time

**Roles and Responsibilities**

***Administrative***

- Draft letters, review mailing lists, and help prepare mailings
- Process expense reports/reimbursements
- Arrange meetings/calendars, book meeting rooms
- Update and maintain standard operating procedures for all administrative activity, including, but not limited to, fund establishment, gift acceptance and acknowledgement, fund distributions, and reporting with diocesan offices
- Responsible for receiving, seeking approval, distributing, and collecting any necessary signatures for Quarterly Fund Reports, Annual Fund Summary, Fund Distributions, and new fund establishment
- Participate in CDMF board and committee meetings including preparing and distributing meeting minutes
- Other administrative tasks delegated as necessary

***Development***

- Assist Development Impact Manager with event planning, including working with outside vendors and coordinating event logistics
- Donor research and records management
- Manage grant application and distribution process in conjunction with the CDMF staff and Board, including communicating with grant applicants and creating application summaries for the Grant Review Committee

***Communications***

- Oversee day-to-day donor communication with beneficiaries
- Manage administrative relationship with banks and investment advisors to maintain timely preparation of necessary materials including ensuring materials are received within established timelines, securing approvals, obtaining signatures, and distributing materials to committees, financial agent, staff, and fundholders
- Manage internal customer service, including day to day correspondence and operations with diocesan offices
- Assist Development Impact Manager with web and social media updates as necessary



## **Qualifications**

- Bachelor's degree preferred in Business or Communications related field
- 1-2 years of applicable experience, preferably in a nonprofit environment
- Strong customer service and interpersonal skills
- Proficient in Microsoft Excel, Word, PowerPoint and Outlook
- Experience in Wix website platform, Raiser's Edge, Adobe Illustrator, and social media management would be an advantage
- Demonstrated written, verbal, and organizational skills with great attention to detail (Writing samples will be requested during interview phase)
- Able to function in a multi-task environment, independently and within a team
- Ability to work occasional evenings and weekends, particularly for events

## **Personal Qualities**

- Passionate about growing the mission of the Catholic Church, and able to work in a Church environment
- Persistent and passionate in the face of challenges and ready to celebrate team success
- Possess and demonstrate a high level of professionalism, diplomacy, and ability to maintain confidentiality

Please submit resume and cover letter to [cdmf@diocesemadisonfoundation.org](mailto:cdmf@diocesemadisonfoundation.org)