



ST. THOMAS MORE

CATHOLIC COUGS STUDENT CENTER

Development Coordinator

The Development Coordinator position is a part-time (15-20 hours) position and reports directly to the Director. The position is responsible for leading and managing a development program including fundraising, communications, and constituent relations. The Development Coordinator responsibilities closely outlined below.

Duties and Responsibilities

1. Prepare, with the assistance of other team members, an annual plan for development which includes goals, action plans and a budget.
2. Responsible for all matters related to the execution, management, and support of the fund development program.
3. Identify, cultivate, solicit, and close leadership gifts. Maintain an active pool of prospects in this category.
4. Conduct a minimum of eight (8) face-to-face visits monthly with potential benefactors in the form of Discovery, Cultivation, Solicitation or Stewardship meetings.
5. Assist in scheduling, coordination, and follow-up of face-to-face visits for the Pastor or other staff and volunteers as appropriate.
6. Supervise the stewardship process, including prompt gift acknowledgement, for all benefactors.
7. Prepare reports as appropriate and submit to the Director.
8. Plan and supervise direct mail, phone-a-thon, special event, and other solicitation activities as needed.
9. Plan and supervise the production and distribution of newsletters, brochures, and other marketing materials in support of the campus ministry.
10. Perform additional duties as assigned by the Director to include special projects to assist in the overall fund-raising efforts.

Qualifications:

- A practicing and faithful Catholic in good standing, who loves the Church and sees development work at Catholic campus ministry centers as an essential ministry.
- Baccalaureate degree, or higher.
- Three years' experience in Development, or similar professional experience.
- Thorough knowledge of fund-raising principles or strong desire to learn them.
- Enthusiasm and excellent people skills are essential. The successful candidate must have the flexibility to handle the needs of a fast-paced office and the special needs of benefactors.
- Excellent written and verbal communication skills.
- Ability to organize and prioritize tasks and to lead and motivate others, especially volunteers.
- Thoroughness in planning and implementing work, including goals, budget, timetables, and action steps to achieve objectives.
- Ability to work effectively with the Pastor other staff members, campus representatives, and volunteers.
- Affinity with, and passion for, the overall mission of the Catholic campus ministry.

Cooperative Working Relationships:

The Development Coordinator works closely with the other team members that staff St. Thomas More Catholic Student Center to promote awareness and understanding of the Center; to secure appropriate funding for ongoing programs, capital projects and endowment; and to ensure that the institution serves the appropriate publics it is intended to serve. The Development Coordinator serves on the administrative management team of the Center