

ADVANCEMENT COORDINATOR

SUPERVISOR: SAN PEDRO CENTER EXECUTIVE DIRECTOR
FLSA STATUS:
PREPARED BY: PRESIDENT, THE CATHOLIC FOUNDATION OF CENTRAL FLORIDA
DATE PREPARED: MARCH 11, 2019

SUMMARY

As an integral part of San Pedro's team, the Advancement Coordinator manages donor relations, donor database and annual giving, successfully cultivating visitors and retreatants over time.

The Diocese of Orlando four core values lay the foundation for the work performed by its employees.

1. *Authenticity*: Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living
2. *Respect*: Affirming each person's God-given dignity and uniqueness.
3. *Courage*: Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
4. *Commitment*: Individually and collectively, we are steadfast to the team and its purpose.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Work with Supervisor and Vice President of The Catholic Foundation in creating customized plans/strategies for cultivation, solicitation, acknowledgement, and pledge collection.
- Identify and cultivate relationships with prospects and donors and manage donor correspondence and stewardship including visits, and as needed accompanied by the Executive Director or Board Members.
- Maintain new and current and accurate donor records including biographical, affiliation, gift information and interaction details.
- Stay current with process and software updates and maintain current procedure files for processes and data entry.
- Manage Annual Giving appeal to achieve goal including tracking annual giving strategies, budgets and schedules.
- Oversee the preparation and distribution/placement of all collateral materials and maintains website.
- Organize and facilitate fund/friend raising and recognition events and evaluates for ROI.
- Create and update stewardship plan to enhance donor relations and donor retention.
- Serve as point person for all matters in donor relations as it pertains to annual and other giving.
- Organize and assist in facilitating annual campaign meetings and gratitude efforts.
- Foster appropriate and ongoing communication with donors, pastors, and other key diocesan lay and clergy leaders.
- Present and represent San Pedro Center at community meetings and events to build awareness and engage with potential new donors. Some instances will require working nights and weekends.
- Analyze giving patterns to acquire, retain, and upgrade donors as well as solicit, acknowledge and collect gifts, annually.
- Work with Executive Director to identify and secure targeted program sponsorships.
- Work with Executive Director to write and complete grant applications that fund Center priorities.
- Work with The Catholic Foundation to cultivate and steward planned gift donors and prospects.
- Work with The Catholic Foundation and Retreat Center to establish the San Pedro Retreat Center Advancement Office, create policies and procedures and grow the capacity.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- One (1) year of comparable experience;
- Bachelor's degree preferred in business or related field;
- Computer literate with experience in Windows;
- Proficiency with Microsoft Office required;
- Relational database experience preferred;
- Ability to work with diverse groups of people in an atmosphere of collaboration and service;
- Excellent written and oral communication skills;
- Possess demonstrated ability to work in a church-related as well as service-oriented environment;
- Spanish speaking a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common journals, articles, and periodicals. Must have outstanding problem-solving skills. Excellent communication and interpersonal skills required.

MATHEMATICAL SKILLS

Ability to apply routine mathematical concepts such as addition, multiplication, and division.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL REQUIREMENTS

Position requires walking, sitting for extended periods of time, bending, stretching, and stooping. Repeated use of hands, fingers, wrists, and arms. Must be able to see up close as well as from afar. Job incumbent must also possess the ability to hear and communicate both verbally and in writing, in person and via telephone and electronic communications.

ACKNOWLEDGEMENT

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Employee's Signature

Date

Manager/Supervisor/Pastor's Signature

Date