

**DIOCESE OF CORPUS CHRISTI
CHANCERY OFFICES
JOB DESCRIPTION**

Position Title: Donor Relations Coordinator / Development Assistant
FLSA Status: Full-time, Exempt
Department: Stewardship & Development **Salary Grade:**
Reports to: Director of Stewardship and Development
Direct Subordinates: None

Position Description:

The Donor Relations Coordinator is part of the Stewardship & Development team and is responsible for planning and implementing the Assembly of Catholic Professionals, events, and activities for the office of Stewardship and Development to cultivate new and existing donor relationships and to acknowledge and steward benefactors to Catholic ministries in the Diocese of Corpus Christi.

Essential Functions:

Denotes essential functions of this position, in conjunction with the Americans with Disabilities Act.

- Plan, manage and implement the Assembly of Catholic Professionals- Corpus Christi, a personal networking group for the Diocese of Corpus Christi to engage with senior level Catholic business and professional leaders in Corpus Christi
 - Coordinate an annual membership campaign to invite participation in the Assembly of Catholic Professionals – Corpus Christi.
 - Plan and implement a quarterly luncheon series including a program of activities, recruiting speakers, Bishop and Master of Ceremony taking points and other details.
 - Plan and implement an annual Christmas party and other special events related to the Assembly of Catholic Professionals – Corpus Christi.
- Plan, manage and implement a systematic donor acknowledgement process to include print and electronic thank you letters, phone calls and personal visits.
- Plan, manage and implement cultivation, solicitation, recognition, and donor relations events designed to increase awareness and support for the Diocese of Corpus Christi.
- Plan, manage, and implement events for the office of Stewardship and Development and assist other diocesan departments and ministries as needed.
- Ensure major benefactors of the Diocese are included in appropriate events and are recognized for their service and generosity.
- Assist in establishing donor cultivation and recognition policies and procedures.

Duties and Responsibilities

- Assist in the planning and implementation of the Bishop's Guild and other events for major donors to the Diocese, especially related to the Annual Appeal or the Capital Campaign.
- Assist other staff, plan, manage and implement any fundraising or stewardship events by Coordinating with vendors, facilities personnel, and others
- Assist donors who call or stop by the office with questions about their gift or how to make a gift and backup the processing team as needed, especially by managing incoming calls
- In consultation with other departments, ensure that the applicable donors are invited to the professional Masses such as Red Mass for legal professionals and other special events.
- In consultation with other staff, plan and implement annual Christmas donor recognition events including but not limited to Christmas cards and or gifts for Bishop's Guild
- Assist in drafting content for stewardship emails, reports, newsletters, appeals and acknowledgements
- Perform other duties as assigned.
- Every employee of the Diocese is expected to exemplify a spirit of service to others, in words and actions, to support clergy and religious; volunteers; colleagues; parish communities, and all others in a compassionate, professional, truthful, and friendly manner.

Whoever would be first among you must be servant of all. (Mk 10:42-44; Mt 20: 25-28)

Qualifications:

Education Preferred: Bachelor's degree from an accredited institution of higher education.

Experience preferred: Professional work in prospect research or database administration.

Skills:

- Excellent technical computer skills in Microsoft Office with an advanced competency in Microsoft Excel and multiple types of databases such as Access and Raiser's Edge.
- High speed (90 wpm or faster) 10 touch typing.
- Clear and legible handwriting.
- Excellent oral and written communication skills.
- Strong planning and organizational skills.
- Valid driver's license
- Strong work ethic, enthusiasm and confidence.
- Active, practicing Catholic in good standing with the Catholic Church.
- Affinity with the overall mission of the Diocese of Corpus Christi

Skills Preferred:

- CMP Certified Meeting Professional
- Bilingual – English/Spanish
- Fluency in the Raisers Edge
- Philanthropic values and a commitment to service
- Strong work ethic, enthusiasm, and confidence

Work Environment

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

This is largely a sedentary role; however, some active days will be required especially around events. This would require the ability to load and unload centerpieces, alcohol, and bend or stand as necessary.

Position Type/Expected Hours of Work

This is a full-time position. Must demonstrate understanding, respect and support for Catholic Church teaching, mission and values. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. Evening and weekend work is required as job duties demand, flex time will be accommodated when working evening and weekend events.

Conclusion

Note: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position. Nothing in this job description restricts management’s right to assign or reassign job duties as required. This job description is not to be construed as a guaranteed contract of employment for a definite period of time.

I have read this job description and understand the duties included in it.

Employee’s Signature

Date