

Diocese of Arlington, Virginia

Annual Appeals Program Assistant - Position at Catholic Diocese of Arlington

POSITION SUMMARY:

The Office of Development assists parishes and the diocese in programs that encourage and teach financial stewardship to parishioners. The office also helps design and implement comprehensive development programs to encourage financial giving by parishioners that provides financial resources for the ministries, programs and services of the diocese and parishes. The Bishop's Lenten Appeal (BLA) provides annual funds for diocesan programs and ministries. The Offertory Program is offered to parishes to help increase their offertory revenue and encourage stewardship of parishioners.

This position provides support to the Director of Annual Appeals for three major program revenue areas that support the diocese, parishes and schools: 1) the Bishop's Lenten Appeal, 2) the Parish Offertory Program, and 3) the Diocese of Arlington Scholarship Foundation. This includes direct support to parish staff and donors via in-person, telephone and written communication.

PRINCIPAL DUTIES:

Under the direct supervision of the Director of Annual Appeals, assists with all development activities related to the Bishop's Lenten Appeal (BLA), Parish Offertory Program and Diocese of Arlington Scholarship Foundation (DASF) including the creation, organization and preparation of materials and assisting with outside vendors and mail houses.

Responsible for preparing and sending monthly BLA reminders and acknowledgments; coordinates with outside mail house vendor to accomplish these communications.

Assists Director of Annual Appeals with BLA and DASF mailings, to include copywriting, data querying, and collaboration with freelance graphic artist on campaign materials.

Updates and maintains BLA information on the Development page website, both for public view and internal (parish) view. Upon request, assists other Development Office program directors with uploading their materials on the Development website page.

Provides communications support for various program areas in the Office of Development such as drafting articles for the Arlington Catholic Herald (ACH), placing advertisements and the DASF Annual Report. Works with ACH staff with creating monthly BLA ads during March – June.

Develops and manages BLA campaign emails using Mail Chimp software to designated BLA donors. Further, works directly with Office of Communications to develop ads and write content for the BLA social media campaigns.

Works directly with parish staff and volunteers to train them on processing BLA in-pew pledges during the BLA workshops and throughout the BLA campaign. Writes training materials and announcements to guide them in their efforts to support the BLA.

Drafts responses to various donor correspondence for the Director of Annual Appeal's review. Provides investigative research for donor pledges and/or donations when required.

Reviews, analyzes and generates reports from fundraising financial data for various campaigns in the Office of Development.

Prepares special reports as needed for parishes, mailings, auditors or other needs when requested.

Coordinates multiple special events and training meetings with regard to the BLA. This includes securing locations for events, obtaining pricing bids from caterers and other vendors, and helping to coordinate all aspects of the events from planning stages to the day of event. Attendance at events/meetings, which occasionally occur on weekends or evenings, is required. During BLA events and workshops, gives direction and manages the duties of on-site development staff assisting at the event.

Assists in preparation of reports or presentations for various meetings that may include the Diocesan Finance Council, Pastors' Meetings and other diocesan meetings or events.

Assists with email invitation to members of St. Paul Leadership Forum. Manages RSVP's to this event and assists in person at event.

Assembles and prepares information or data from the BLA reporting module. Assists in creating weekly flash report and parish summary report to parishes during the peak of the BLA campaign.

Collaborates directly with graphic artist to write, design and create materials including text for the annual appeal table cards, PowerPoint slides and posters presented at BLA donor events.

During BLA campaign, assists with processing BLA in-pew pledges (typically Feb.- April). Trains and directs other staff working on the BLA, if BLA is not their primary task area.

For the DASF, oversees the management of the DASF Inbox to respond to donors in a timely matter. This includes obtaining pre-approval for donations on behalf of DASF donors, processing donations and providing time-sensitive required documentation to the Director of Annual Appeals for upload to the VA DOE portal.

Posts stewardship messages on parish bulletin portal on a quarterly basis. Also posts timely messages for parishes regarding specific econd collections or other specified development efforts.

Attends meetings at VA Dept of Education on behalf of the DASF. Oversees and directs work of the Development Admin Assistant in supporting the DASF processing with check deposits and donor acknowledgement letters.

Assists Office Director with weekly parish update reports that are used in conjunction with visits/events by the Bishop to identified parishes.

Provides additional support to Director of the Office of Development when needed by assisting with Development programs and projects within the scope of the position.

Provides occasional support to other development program areas as needed and directed.

QUALIFICATIONS: Knowledge/Skills: Must be proficient in the MS Office suite of applications; intermediate proficiency in Excel required. Knowledge of Adobe Acrobat Pro, In-Design and Email Marketing software highly desirable. Must have the ability to communicate effectively, both verbally and in writing, and have an engaging and empathetic phone voice. Must have exceptional interpersonal and negotiation skills with a service orientation. Must be accurate, detail oriented and be able to problem solve. The ability to work with confidential information and use discretion is required. Must be a team player as well as a self-starter, able to work with minimal supervision and handle multiple projects/priorities.

Education Required: High school graduate or equivalent required; BS/BA in Communications, Business or related degree preferred.

Years and Types of Experience: Two or more years of development experience in a non-profit organization required. Experience with event planning and working with a contact relationship management (CRM) database for fundraising highly desirable.

<https://www.arlingtondiocese.org/human-resources/employment-opportunities/?p=job%2FodNvnfwC>