

Donor Relations Coordinator

Location: Downtown Indianapolis

Posted: October 21, 2025

Status: Full Time, In-Person

About the Role

Join a dedicated team supporting the mission of the Archdiocese of Indianapolis as a Donor Relations Coordinator. This full-time, in-person position plays a vital role in donor service, gift processing, accounting reconciliation, and general office support within the Office of Stewardship and Development.

We are seeking a detail-oriented, compassionate professional who thrives in a mission-driven environment and is committed to excellence in donor care and administrative support.

Key Responsibilities

- Serve as the first point of contact for donors and prospective donors.
- Process and reconcile donations, including credit card and ACH transactions.
- Maintain accurate donor records and ensure confidentiality.
- Provide general office support, including answering phones and managing donor inquiries.
- Collaborate with team members to ensure a seamless donor experience.

Qualifications

- Associate's degree or equivalent experience in a related field; bachelor's degree preferred.
- 3–5 years of office experience, ideally in fundraising or development.
- Strong communication and organizational skills.
- Proficiency in Microsoft Office and donor database systems.
- Commitment to the mission of the Catholic Church and the Archdiocese of Indianapolis.

Benefits

- Excellent benefits package.

- Four-day work week.

To Apply:

Please send your cover letter and resume, to: Jolinda Moore, Executive Director of Stewardship and Development at jmoore@archindy.org.