

POSITION TITLE:
Fundraising and Development Coordinator, Catholic Charities of the Diocese of Erie, Inc.

FLSA Status:
Exempt

Category: Part-Time

Reports To:
Catholic Charities, Inc. Board of Directors

POSITION SUMMARY:

The Fundraising and Development Coordinator is a part-time salaried position which serves to support the Catholic Church's charitable mission through the work of Catholic Charities. The Coordinator is responsible for cultivating and securing new and existing donor relationships towards yearly fundraising objectives as outlined by the board of directors. Prospect research, public relations and promotion, and the planning and management of projects and events are expectations outlined for this position.

ESSENTIAL FUNCTIONS - Include but not limited to:

- Planning and implementing effective fundraising initiatives that includes donor cultivation, community outreach, communications and marketing strategies;
- Coordinating and managing annual fundraising event(s);
- Prospect research towards the solicitation of major gifts;
- Developing and maintaining positive relationships with current and prospective donors;
- Collaboration with internal and external partners for public relations, marketing and other development activities as needed.

QUALIFICATIONS:

Education:

Bachelor's degree required. Certification in fundraising a plus.

Experience:

One to three years fundraising experience preferred; event planning, marketing, and public relations experience a plus. Experience with Microsoft Office products and social media platforms required.

Skills:

- Excellent verbal, written, proofreading and organizational skills;
- Ability to develop and maintain successful relationships with donors, potential donors, and other community partners;
- Ability to demonstrate proficiency with computer software, including Microsoft Office, donor database management and digital communication platforms;
- Ability to multitask and prioritize responsibilities with limited supervision;
- Ability to research and compile data using spreadsheets for reporting;
- Willing to represent and support the mission of Catholic Charities

PHYSICAL REQUIREMENTS:

Must be able to meet the physical demands associated with a busy office environment.

Valid PA driver's license; access to a vehicle for some travel within the 13-county diocese of Erie.

WORK ENVIRONMENT:

Flexible work schedule in a busy office setting, or remotely as needed. Some evening and weekend work may be required.