

PASTORAL INSTITUTE

DEVELOPMENT COORDINATOR

JOB DESCRIPTION: This position is a key staff position responsible for all aspects of the Pastoral Institute's fundraising, annual giving, and capital development.

DUTIES AND RESPONSIBILITIES:

- Responsible for fund raising with a long-range goal of increasing the organization's visibility and generating diversified and sustainable income for the work of the organization.
- Develops, coordinates and implements cultivation and solicitation plans for individual and selected prospects including Board solicitation, major gifts, direct mail, telemarketing and communication.
- Implements long and short-term plans for development with measurable goals so that fund raising and public education are coordinated throughout the organization.
- Coordinates fundraising event(s), program(s) and campaign(s).
- Works collaboratively with business development and marketing to coordinate programs and campaigns.
- Develops necessary systems for cultivating, thanking, tracking and building strong relationships with donors and prospective donors.
- Carries out research on potential supporters.
- Creates and maintains accurate donor records including profiles, acknowledgments and other correspondence.
- Develops grant proposals and researches new foundations/corporations and grant opportunities.
- Reports out and facilitates the monthly Development Committee of the Board of Trustees. Coordinates agendas and meeting minutes for records.
- Support the Strategic direction of the organization through development and marketing activities.

EDUCATIONAL REQUIREMENTS: Minimum of a bachelor's degree

EXPERIENCE: Four to five years minimum experience in development and communications with a non-profit organization. Proven success in raising money, managing projects, and working with volunteers. Experience in marketing programs, campaigns, and general public relations preferred. Excellent oral and written communication skills. Computer and fundraising software competent. Proven ability to work with diverse groups of individuals. Successful grant writing/funding experience. Major campaign experience preferred. Knowledge of the community a plus.

Pastoral Institute is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, sexual orientation, gender identity or expression, age, national origin, veteran status, genetic information, union status and/or beliefs, or any other characteristic protected by federal, state, or local law.