



JOB DESCRIPTION: DEVELOPMENT ASSOCIATE - PARISH STEWARDSHIP & ANNUAL GIVING

Position Title: Development Associate

Opening Date: August 9, 2017

Location of Job: Archdiocese of Portland, Pastoral Center

Location Address: 2838 E. Burnside Street, Portland Oregon 97214

Department / Office: Development

Position: Full Time Part Time Temporary

Position Summary: The Development Associate provides direct programmatic support for fundraising efforts through research, analysis, and services that enhance the Archdiocese's Parish Stewardship & Annual Giving programs.

Job Duties:

- 1- Designs, creates and implements the Parish Stewardship Program to increase the overall engagement of Catholic faithful as Christian stewards. Help parishes teach that we receive God's gifts gratefully, cultivate them responsibly, share them lovingly in justice with others, and return them with increase to the Lord.
- 2- Develops, plans, and manages Annual Appeals (e.g., direct mail, video, phone and other mediums) to identify key populations and maximize fund raising potential.
- 3- Assesses, analyzes and makes recommendations for short and long-term strategy and growth of outreach and engagement efforts.
- 4- Builds and maintains a network of relevant contacts and stays informed on current Archdiocese initiatives and incorporates them into outreach and donor engagement efforts.
- 5- Assists in the planning and implementation of events that recognize donor generosity and highlight the goals of the Archdiocese.
- 6- Establishes rapport with donors and volunteers to acknowledge their dedication and provides them with the ongoing support of the Stewardship & Development Office.
- 7- Develops reports from a database to coordinate Parish Stewardship & Annual Giving efforts to provide accurate data and reporting on the qualification, cultivation, solicitation, and stewardship of prospective donors.
- 8- Monitors fundraising activity, analyzes and reports on overall results. Provides historical records of performance. Prepares presentations to summarize findings.

Preferred Skills / Education:

- 1- Bachelor's degree and 10+ years of related experience or a combination of education and relevant experience.
- 2- Demonstrated ability to calculate and produce data to scrutinize information and convey it in a clear and understandable manner.
- 3- Successful experience using and applying analytical software and online database systems such as Raiser's Edge.
- 4- Excellent interpersonal skills and demonstrated ability to build effective and collaborative relationships.
- 5- Good judgment and discretion handling sensitive and confidential information.
- 6- Strong communication, analytical and critical thinking skills.
- 7- Ability to work within a team environment.
- 8- Former campaign experience highly desirable.

Please email your resume and cover letter to hr@archdpdx.org for consideration, with Development Associate in the subject line.