



# ARCHDIOCESE OF PORTLAND IN OREGON

## **POSITION TITLE: Development Coordinator**

**Opening Date:** May 15, 2018

**Closing Date:** May 31, 2018

**Location of Job:** St. Rose of Lima Catholic Church and St. Rose School

**Location Address:** 2727 NE 54<sup>th</sup> Avenue, Portland, Oregon 97213

**Position:** Part time

### **Position Summary:**

Partners with the Communications Director under the authority of the Pastor and Principal. Coordinates campus wide development while overseeing fundraising efforts. Parish/School split: 25/75. Part time position, with the possibility of full time employment. Hours to increase as duties grow towards a Development Director position.

### **Primary Responsibilities:**

- Coordinate all aspects of the annual school Auction and Annual Appeal campaign, including procurement, donation data entry, acknowledgements and tax reporting
- Submit quarterly and annual Weston Foundation reports for endowment and tuition assistance matching grants
- Nurture a growing culture of stewardship within the parish
- Coordinate annual parish stewardship campaign/mailing
- Oversee outreach to and coordination of volunteers associated with development programs
- Create promotional materials that support efforts to increase enrollment, grow Annual Appeal Giving and enhance alumni relations

- Research and write at least one grant per year in addition to the Archdiocesan Safety First Grant
- Attend required meetings and events, sometimes in the evening or on the weekends
- Perform other projects and job duties as assigned

**Required Knowledge, Skills and Abilities:**

- Outstanding organization, time management and planning skills
- Skilled at communication with donors, staff, volunteers and the general public
- Detail and deadline oriented
- Ability to work independently without direct supervision
- Establish collaborative relationships with staff, volunteers, parents and donors
- Proficiency in Microsoft Office and project management applications
- Donor database experience preferred
- Working knowledge of social media
- Capacity to work evening and weekend hours as needed
- Ability to set up and break down tables, chairs and event equipment up to 25 pounds

**Minimum Qualifications:**

- A growing relationship with Jesus Christ and the Catholic Church
- A passion for supporting the mission of St. Rose Church and School to care for souls by knowing, loving and serving our God and neighbor
- Bachelor's degree and/or three to five years of related work experience
- Auction, appeal and other development experience preferred

**Please send resume and cover letter to [dcooper@strosepdx.org](mailto:dcooper@strosepdx.org) to apply.**