



## JOB DESCRIPTION

**Title:** DEVELOPMENT COORDINATOR      **FLSA STATUS:** Non-exempt  
**Grade:** 11      **Step:** 1

**Job Summary:** Assists the Executive Director in all aspects of fundraising including grants, annual appeal, fundraisers, endowment, and major gifts. Prepares grant applications, proposals, annual appeal materials, grant reports, appeal letters and related communications. Prepares routine office correspondence and maintains office records and databases.

**Other Requirements:** Applicant should submit two professional writing samples along with diocesan application forms, resume, and names and contact information for three references.

**Supervisor:** Executive Director

### **Duties & Responsibilities:**

1. Assists the Executive Director in all areas of fundraising and fund development.
2. Researches and finds viable grant funding sources including private, governmental and corporate grants.
3. Prepares and submits grant applications and proposals in a timely manner.
4. Tracks grants reports; prepares and submits required reports to funding sources on time.
5. Oversees the year-end annual appeal and ensures annual goals are met.
6. Prepares all fundraising materials including appeal letters, gift prospectus, annual reports, brochures, and donor pledge forms.
7. Develops and maintains databases of grants, prospective donors, annual appeals, and endowment gifts.
8. Plans and implements an annual fundraising dinner and smaller fundraisers as directed throughout the year.
9. Helps with marketing efforts within the diocesan community, the legal community, and the larger El Paso community.
10. Prepares quarterly newsletters.
10. Attends all staff and diocesan meetings as required.
11. Participates in staff retreats and continuing education.
12. Performs other duties as assigned.

### **Qualifications:**

1. Practicing Catholic in good standing
2. Excellent written, oral, and interpersonal communication skills required
3. Bachelor's Degree in Business or Communications preferred

4. Computer skills including use of Microsoft Office applications and Internet search engines
5. Ability to work with and appropriately handle confidential information
6. Bilingual English/Spanish highly desirable

**Working Conditions:**

1. Schedule of hours: 35 hours per week.
2. Position is full-time, externally funded through August 31, 2010 with possibility of permanency.
3. Prior Management approval on overtime is required.

**Disclaimer Clause:** The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

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Employee

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Supervisor

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Date

**Rev. 02/08**