



ST. VINCENT DE PAUL OF SOUTHERN AZ

POSITION DESCRIPTION

Job Title: Development Coordinator, Reports to the Executive Director

Part time: .8 FTE

Compensation: \$23.00 per hour

Qualifications:

- B.A. or equivalent
- Two years' experience in non-profit fundraising and donor management.
- A working knowledge of and a strong commitment to the mission of St. Vincent de Paul and the Catholic Church.
- Excellent communications skills including written, verbal, public speaking, and presentations.
- Willingness to ask for gifts and make solicitations in person, and a track record of success.
- Knowledge of and experience in fundraising techniques.
- Excellent administrative, and time management skills.
- High level of personal integrity and respect for confidentiality.

Job Responsibilities

Maintain a donor database and ensure that records are up to date. Initiate a development tracking system and spreadsheets. Identify, maintain, and regularly review a list of prospects and donors.

Create fundraising strategies and events to solicit prospective donors, and to cultivate and grow current donors.

Coordinate with the Executive Director to Initiate donor visits and fundraising calls.

Identify potential grant opportunities, develop grant strategies and write winning grant applications.

Develop and effective written materials and marketing elements to support fundraising efforts.

Work with Conference volunteers to identify and implement fundraising opportunities.

Coordinate occasional fundraising and cultivation events.

Provide input and content for the website and other internet resources to boost online donations.

Work with the Stores Manager to create a system that will capture names and contact information from people who donate goods at all store locations.

Maximize SVDP's ability to raise awareness and increase giving through social media platforms.

TO APPLY PLEASE EMAIL A COVER LETTER AND COMPLETE RESUME TO:

Maury Bois

mbois@svdptucson.org