

**Job Description**

**Job Title:**

FSC Development Coordinator

**Reports To:**

FSC Director

**FLSA Classification:**

Exempt.

**Creation/Last Revised:**

4/2021

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**Job Summary:**

The Development Coordinator manages donor relations, fundraising, grants and special events for the Franciscan Spirituality Center.

**Job Type:** Full-time

**Education & Experience:**

* A Bachelor’s degree from a four year college or university plus one year of related experience, or equivalent of education and experience.
* Proficiency in Microsoft Office.
* Familiarity with fundraising methods, using donor base software, grant applications preferred.

**License requirements:**

**Essential Duties:**

* Prepares an annual fundraising plan for the FSC.
* Plans and manages fundraising campaigns using a variety of strategies, including electronic, mailings, sponsor matches, promotions and special events.
* Coordinates the annual Art Dash fundraiser; solicits sponsors and donations; recruits volunteers; assists the FSC Marketing/Communications Coordinator in promoting the event.
* Plans and manages the annual Giving Tuesday campaign and the annual appeal.
* Coordinates and promotes the FSC’s monthly giving program, Spirited Friends.
* Works with the Spiritual Direction Preparation Program Director to cultivate long-term relationships with graduates of that program.
* Performs research on the FSC donor base and prepares short- and long-term recommendations for the FSC Director and FSC Operating Board.
* Promotes and solicits donations and gifts to the FSC’s endowment through major gifts and planned giving.
* Researches corporate, foundation, and donor advised funds for grant opportunities, preparing grant applications in collaboration with the FSC Director and FSC Program/Retreats Coordinator.
* Participates in bi-weekly staff meetings; occasionally assists with staff projects, shepherding programs, and guest hospitality.
* Serves on the FSC Operating Board Mission Advancement committee.
* Performs other duties as requested.

**Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Demonstrate initiative and self-direction.
* Must be comfortable asking for donations and financial gifts.
* Must be attentive to details and accuracy.
* Able to prioritize deadlines.
* Able to communicate effectively both in speaking and in writing.
* Maintain a high level of confidentiality.
* Must be flexible.
* Willing to work in a team environment, coordinating or directing the completion of tasks with others.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee occasionally lifts and/or moves up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Prerequisite**: Physical exam, Tuberculosis screening test, drug screen, criminal background check

**Disclaimer clause**

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

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Signature                                                                                 Date