

# Catholic Foundation of Northwest Pennsylvania

## Position Profile / Job Description

### Development Coordinator *Communication and Event Specialist*

#### I. OBJECTIVE:

The Communication and Event Specialist contributes to all aspects of donor relations for the Catholic foundation and its constituents. Duties include print and digital communication initiatives, foundation PR and promotion, event planning and donor engagement.

#### II. RESPONSIBILITIES:

1. Produce or contribute to a wide variety of communication vehicles that engage foundation donors, its constituents and the greater Catholic community.
2. Develop and implement a comprehensive strategy for foundation communications in consultation with foundation leadership.
3. Serve as foundation digital media specialist.
4. Explore new and creative platforms and formats for conveying opportunities for and the impact of giving, including reaching additional and broader audiences.
5. Manage budget of expenditures for donor relations, outreach, and events.
6. Work directly with select foundation constituents to meet their communication and special event needs; serve as a resource to other constituents, sharing communication and event planning expertise.
7. Interact and coordinate with external vendors and volunteers.
8. Coordinate fundraising and cultivation events including Catholic Charities annual fundraiser, giving society celebrations and other events as determined.
9. Serve as proofreading specialist.
10. Participate in and record minutes, when requested, for a variety of meetings.
11. Ensure the timely processing of gift acknowledgements in accordance with Foundation policies.
12. Serve as A/V specialist for the foundation.
13. Provide other foundation administrative support as needed.
14. Exercise discretion; uphold the AFP Donor Bill of Rights and Code of Ethical Standards.

#### III. QUALIFICATIONS:

##### **Education:** Bachelor's Degree

- 3+ years of experience within donor relations and event planning spheres
- Excellent creative writing and proofreading skills
- Proficiency with a broad range of computer software principles, including Microsoft Office, donor database management and digital communication platforms
- Ability to supervise projects and budgets and to lead and energize work groups
- Knowledge of stewardship principles

- Willing to support the mission of the Catholic church/ministries

**IV. COMPETENCIES:**

- Demonstrates use of creativity to enhance work activities and outcomes
- Attention to detail and accuracy
- Ability to multi-task and prioritize
- Comfortable in a busy, results-oriented environment
- Works well independently and as part of a team
- Trustworthy, personable and professional