



JOB DESCRIPTION

I. IDENTIFYING INFORMATION

POSITION TITLE: **DEVELOPMENT ADMINISTRATOR**
DEPARTMENT: ADMINISTRATION
STATUS: FULL TIME, 12 MONTHS, SALARIED
REPORTS TO: EXECUTIVE DIRECTOR

II. PRIMARY FUNCTION OF THIS POSITION

This position supports the Executive Director in Advancement efforts through the management of data tracking system by accurately managing, maintaining and overseeing data entry of constituents and benefactors.

III. POSITION CONTENT

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Research, track and analyze potential and current benefactors
2. Oversee and cultivate relationships with benefactors
3. Maintain JSC DonorPerfect database
4. Collaborate with the Executive Director in the overall management of the annual appeal, planned giving, grant writing and other advancement efforts
5. Arrange and schedule donor solicitations and meetings for the Executive Director
6. Remain current on laws, policies, and best practices related to donor cultivation and database management
7. Collaborate with marketing team on development of communications, materials, newsletters and event-specific brochures and fliers
8. Prepare advancement budget and provide monthly development financial reports
9. Be available and present at specific events in support of advancement efforts
10. Serve on the Advancement Committee and fulfill other responsibilities as assigned by the Executive Director

POSITION SPECIFICATIONS/REQUIREMENTS

SKILLS, KNOWLEDGE AND/OR ABILITIES

1. Practicing Catholic; familiarity and identification with the language and values of the Catholic Church
2. Knowledge and understanding of Code of Ethical Standards and Association of Fundraising Professionals
3. Understanding of Ignatian Spirituality and the Society of Jesus
4. Possesses organizational and time management skills
5. Proficient in verbal and written communication
6. Works collaboratively with others in a team approach to ministry
7. Self-motivated, flexible, and adaptable in a variety of work situations
8. Effective pastoral and public speaking skills
9. Ability to welcome and work with diverse groups and individuals (race, socioeconomic, religion, etc.)
10. Understands non-profit and “zero-balanced” budgeting methods and procedures

PREFERRED EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Bachelor’s Degree
2. Archdiocese of Cincinnati SafeParish Certification
3. Knowledge and ability to use various software, including DonorPerfect, Office 365 and Adobe CC

V. WORKING ENVIRONMENT/PHYSICAL WORK DEMANDS

1. Standing or sitting for long periods of time
2. Physical lifting
3. Confidentiality
4. Flexible working hours, including some evenings and weekends