Job Title: Development and Communications Coordinator (20 hours/week)

Responsible to: Executive Director

General Function: Coordinate and assist with CVN's development strategies and communication efforts.

Specific Duties:

Development Strategies

- Support the Executive Director in implementing cultivation and solicitation strategies, approaches, messages, communication instruments and other support systems to facilitate development efforts.
- In collaboration with the Executive Director, assist with grant applications and reporting.
- Participate on the Development Committee of the Board of Directors and, with the Executive Director, assist in Board fundraising efforts.

Donor Relations & Solicitations

- Manage and coordinate Catholic Volunteer Network's direct mail appeals and related solicitations, including promotional mailings of RESPONSE.
- Coordinate CVN's listing with the national and state branches of the Combined Federal Campaign (CFC), including the annual application, advertising, and follow up with donors.
- Coordinate annual mission appeals, including initial filing, follow-up and placement/arrangements with the speakers and parishes.
- Manage effective donor communications, including gift acknowledgements.
- Reconcile monthly donation record with accountant's income report.

Communications

- In collaboration with the Director of Operations and other staff, strengthen CVN's branding and messaging.
- Support the Executive Director and other staff with communication efforts that engage donors, partners, and CVN members.
- Help manage a database and assist communication efforts that enhance recruitment, fundraising, and other partnership efforts.
- Work with other staff and graphic designer to provide assistance with creating and disseminating digital and print materials.

Requirements:

- Bachelor's degree or related experience. Professional experience a plus.
- Good communication skills, both written and oral. Oral and written Spanish language skills are a plus.
- Strong technology skills. Familiarity with WordPress and Adobe Creative Suite is a plus. Database management experience also desired.
- Experience with a wide variety of social media platforms.
- Creative and excited about helping support new strategies and systems. Able to learn about organizational needs and industry trends, and incorporate that knowledge into organizational infrastructure and systems.
- Highly organized. Able to manage part-time schedule.
- Collaborative and team oriented.
- Experience with faith-based organizations, the Catholic Church, ecumenical approaches to service and justice, and/or volunteer programs desired.
- Demonstrated commitment to social justice.
- Flexible and able to adjust to changing environments.

This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. Additionally, the job description may be refined in collaboration with the successful candidate, based on his/her skills.

As part of Catholic Volunteer Network's commitment to recruiting and retaining a just and representative work and volunteer force, we encourage people of color and individuals with disabilities to apply. Catholic Volunteer Network is an equal opportunity employer. It is our policy that employees and volunteers should be able to enjoy an environment free from all forms of unlawful discrimination. All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment or volunteer work will be made without unlawful discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, or any other factor that the law protects from employment discrimination.