



CATHOLIC DIOCESE OF RALEIGH
POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: **Part-Time Development & Communications Coordinator**

Department: **Oak City Cares**

Reports To (Title): **Executive Director, Oak City Cares**

Work Schedule: M – F Hours: _____ to _____ Other: Flexible/To be determined

Type of Employee (Hours worked per week) Regular Full Time (≥30) Regular Part Time (20-29) Part Time (≤20) Temporary (varies)

Percentage of Travel Required 0% 10% 25% 50%+

Exemption status (HR use only)	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-exempt
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Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

Catholic Charities/Oak City Cares seeks a Part-Time Development & Communications Coordinator to assist with administrative aspects of fundraising, development and communications for Oak City Cares, a multi-services hub for the homeless, opening in Spring 2019, in Raleigh, North Carolina.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

- Development:
- Serve as primary point person for updating, adding and maintaining donor and constituent records in the donor database (Donor Perfect)
 - Ensure all gifts and pledges are processed and acknowledged accurately and promptly
 - Ongoing database maintenance and clean-up projects to improve data integrity and database performance
 - Communicate as needed with external constituents
 - Assist Executive Director with creation of donor lists and other gift queries and reports
 - Maintain all donation-related paperwork and organize filing systems
 - Responsible for the coordination of direct mail appeals
 - Generate monthly donor database reports for reconciliation with financial reports
 - Provide materials and support to management and present at meetings as needed

50.00

Duties and Responsibilities *continued from page 1*

Communications and Marketing:

- Implement the established Oak City Cares communications plan
- Manage website content and make necessary updates regularly
- Compose and send out monthly newsletter
- Maintain an active social networking presence
- Design and disseminate all development materials, including: event invitations, quarterly or annual appeal, and communications materials
- Maintain brand consistency across all marketing materials

50.00

Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- No minimum education level
- High School diploma or GED
- Associates or other 2-year degree including technical/trade school
- Bachelors degree
- Masters or Professional degree (M.B.A., J.D., etc.)
- Doctorate

Degree in specific subject area: _____ Degree Type: _____
Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- Less than 1 year
- 1 - 3 years
- 4 - 6 years
- 7 - 9 years
- 10 + years

Years of specific work experience: Field: Development/Communications Years of experience: 1

Qualifications

- Exceptional organizational skills with the ability to work autonomously
- Outstanding written and verbal communication skills
- Ability to multi-task and adjust to seasonal or event-related fluctuations in workload
- Proficiency with Microsoft Word, Excel, Photoshop, Publisher and Adobe Creative Suite
- Previous experience with fundraising database programs
- Must contribute to a culture based upon respect, teamwork and collaboration
- Adaptability, creativity, and a passion for individuals and families struggling with poverty and homelessness are a must

Special Requirements:

- Knowledge of and commitment to Catholic teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

*Job responsibilities may involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled, and as needed.

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing for extended periods	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Level of Supervision Received (check the option that best describes the position overall)

Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input type="radio"/>
Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input checked="" type="radio"/>
Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.