



Job Title: Office Coordinator

Reports to: Development Impact Manager

Status: Salaried Non-exempt, Full - Time

The Office Coordinator will work closely with the Executive Director (ED) and Development Impact Manager (DIM) to grow the CDMF's support of Catholic parishes, schools, and ministries throughout the Diocese of Madison. This role is multi-faceted with responsibilities ranging from administrative support to creative projects and communication, all to support the strategic mission of the CDMF.

The Office Coordinator position offers a significant opportunity to someone who is interested in a career in fundraising and development, who has a desire to support the Catholic Church, and who is interested in a job with balance of administrative tasks and creative projects.

Roles and Responsibilities

Administrative

- Draft letters, review mailing lists, and help prepare mailings
- Process expense reports/reimbursements
- Arrange meetings/calendars, book meeting rooms
- Responsible for all electronic file management
- Manage recognition of memorial and legacy gifts including providing parish or legacy donor with gift updates on a quarterly basis
- Update and maintain standard operating procedures for all administrative activity, including, but not limited to, fund establishment, gift acceptance and acknowledgement, fund distributions, and reporting with diocesan offices (e.g., Office of Stewardship & Development and Office of Finance – more if determined necessary)
- Responsible for receiving, seeking approval, distributing, and collecting any necessary signatures for Quarterly Fund Reports, Annual Fund Summary, Fund Distributions, and new fund establishment
- Participate in CDMF board and committee meetings, including assisting in building out meeting agendas and preparing and distributing meeting minutes
- Maintain inventory of promotional pieces and office supplies
- Other administrative tasks delegated as necessary

Development

- Update database with weekly donor reports sent from S&D (weekly)
- Assist DIM with event planning, including working with outside vendors and coordinating event logistics
- Donor research and records management
- Explore gift and funding initiatives to be considered for foundation growth

- Manage grant application and distribution process in conjunction with the CDMF staff and Board, including creating standard operating procedures to manage processes

Communications

- Oversee day-to-day donor communication with beneficiaries
- Manage administrative relationship with banks and investment advisors to maintain timely preparation of necessary materials including ensuring materials are received within established timelines, securing approvals, obtaining signatures, and distributing materials to committees, financial agent, ED, DIM and fund holders
- Manage internal customer service, including day to day correspondence and operations with diocesan offices, determining when a matter needs to be elevated to DIM or ED
- Maintain CDMF social media presence, including social media calendar for approval by DIM
- Maintain relevant information on the website and manage website updates as necessary
- Collaborate with DIM to maintain a standard marketing package for endowment fund holders to promote their funds

Qualifications

- Bachelor's degree preferred
- 1-2 years of applicable experience, preferably in a nonprofit environment
- Strong customer service and interpersonal skills
- Proficient in Microsoft Excel, Word, PowerPoint, Access and Outlook
- Experience in WordPress platform and social media management strongly preferred
- Demonstrated written, verbal, and organizational skills with great attention to detail
- Interest in working in fundraising and development
- Able to function in a multi-task environment, independently and within a team
- Ability to work occasional evenings and weekends, particularly for events

Personal Qualities

- Passionate about growing the CDMF and mission of the Catholic Church, and able to work in a Church environment.
- Ready to roll up sleeves and bring new ideas to meet the goals of CDMF.
- Persistent and passionate in the face of challenges and ready to celebrate team success.
- Possess and demonstrate a high level of professionalism, diplomacy, and ability to maintain confidentiality.

Please submit resume and cover letter to Nikki.Pfleger@diocesemadisonfoundation.org