

Development Coordinator

Office of Mission Advancement, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The vision of Mission Advancement is to provide for the future of the Church of San Bernardino in a way that helps us all to commit to a real and lasting relationship with Jesus Christ, making God a priority in our life so that our hearts are filled with hope!

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Direct responsibility for the internal management and for all of the administrative and operational activities of the Spring Combined Collection (SCC) and Fall Combined Collection (FCC) including, but not limited to, promotion of the SCC and FCC; direct mailing to prior donors, coordination with all parishes for in-pew solicitation; creating annual marketing material, management and maintenance of the donor database, tracking and compiling data related to funding streams, writing, designing and coordinating web-site; and final report on total campaign revenue and expenses.
2. Shared responsibility in the development process for the DDF Annual Appeal. Manages donor constituents and daily calls and concerns shared by donors. Additionally provides direct support to parishes for in-pew solicitation at Masses on weekends for our 97 parish network.
3. Conducts prospect research on individuals, corporations and foundations using internet and electronic sources as well as in-house files to insure a steady stream of new prospects to the fund raising process and its campaigns.
4. Responsible for the full operations of the H.O.P.E. Fund lapsed donor process. Need to provide creative energy in developing marketing and promotion material, must pull donor data and prepare mailing. Is responsible for return mail and update of donor data files and deposit of revenue to H.O.P.E. Fund.
5. Responsibility for creative planning of training programs and workshops for our priests, parish business managers, parish bookkeepers, DDF Annual Appeal volunteer coordinators. The Coordinator will provide presentations as requested by Pastor/Pastoral Coordinator presentations to parish Pastoral Councils and parish Finance Councils.
6. Responsible to organize and develop a dedicated group of volunteers that can assist Mission Advancement in the administrative capacity. Is responsible for the supervision as team leader for volunteers and interns who complete the various tasks related to fundraising campaigns.
7. Responsible to provide formation in parishes, church groups, Catholic affiliates in the areas of fundraising, philanthropy and stewardship.
8. Organize and implement a professional speaker's bureau that serves the community. Maintain a database of on-going speakers who are available at low-cost (or no-cost) fees and retain a resource for the parishes to be able to make referrals.
9. Assist the Director of Mission Advancement to draft annual goals, budget and responsible for oversight of administrative budget process.
10. Represents the Diocese of San Bernardino and Mission Advancement at local, state and national meetings as designate by the Director of Mission Advancement.
11. Insures proper donor recognition program.
12. Additional job related duties as assigned.

QUALIFICATION GUIDELINES:

- Must be an active and practicing member of the Roman Catholic Church,
- Must be Bi-lingual / Bi-literate English/Spanish.
- CFRE or CPA preferred, Certificate in Fundraising required (or completed within 2 years of hire),
- Excellent Communication and Presentation skills,
- Ability to organize and delivery faith formation programs, trainings and workshops,
- Excellent professional computer experience with advanced Word, advanced Excel, PowerPoint Presentations, Access Database, Parish Soft Diocesan Development Module (DDM) database.
- Experience in web-site design and maintenance preferred.
- Flexible Scheduling,
- College Degree, Pastoral Theology preferred.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting 45+ lbs., and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume with salary requirements to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Avenue
San Bernardino, CA 92404

Email: employment@sbdiocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer.