



Development Coordinator

Mission Statement: Catholic Charities Dallas is a faith-based social services agency focused on improving the quality of life for people in need. We are the first responders to our community's most vulnerable, helping those in crisis move towards a better life.

Job Summary: The Development Coordinator is a key member of the development team. Responsible for assisting in the planning, organizing, and execution of CCD fundraising events/campaigns and other development special events, this position requires high energy, professionalism, attention to detail, and a knowledge of best practices for maximizing fundraising opportunities.

Essential Duties and Responsibilities:

- Assist the Events Manager with the planning and execution of all aspects of development special events to maximize revenue
- Help update and organize event software and spreadsheets to track guest lists, sponsorships, auction items, and other pertinent event information
- Assist with the planning and execution of all aspects of development events (Hope Starts Here, Guardian Angel Society events, Volunteer Appreciation, etc.)
- Produce event focused social media content highlighting CCD's special events
- Assist with event related email outreach as requested
- Create event related promotional materials as requested
- Coordinate development mailings for events, fundraising campaigns, and holiday correspondence
- Prepare materials for auxiliary meetings and assist with auxiliary events that vary from year to year
- Assist in ensuring donations are received, recorded properly, and thank you letters are written to donors, participants, committee members, volunteers, etc. for each event
- Assist with stewardship and engagement activities and projects as needed
- Support the team in daily administrative tasks as requested

Other Duties:

- Adheres to applicable professional and agency Codes of Ethics
- Supports the Mission, Values, and Vision of Catholic Charities Dallas
- Additional duties as assigned by supervisor



Education and Training:

- Bachelor's degree required
- 1 – 3+ years' experience in a related field

Knowledge, Skills, and Abilities:

- Experience supporting and assisting with the execution of fundraising events
- Ability to cultivate and maintain donor, volunteer, and vendor relationships
- Superior communication skills, both orally and written
- Ability to meet established goals, deadlines, and objectives
- Strong initiative, ability to manage multiple, competing priorities
- Collaborates well with teams and works well independently on several projects concurrently
- Possess organizational and creative thinking skills; attention to detail is imperative
- Demonstrates high energy level and professionalism, pleasant persona coupled with sound judgment; discreet and able to maintain confidential information
- Proactive problem solver and knowledgeable of correct protocol for specific situations
- Eagerness to stay current on trends and developments in fundraising and events
- Flexibility of schedule to work as needed for events and meetings
- Computer literate and experience with MS Office suite of products; donor database applications, preferably Raiser's Edge; internet applications; database experience a plus
- Adherence to applicable professional and agency Codes of Ethics

Other Requirements:

- This position requires a criminal background check

This is a full-time, non-exempt position with benefits. Salary commensurate with experience.

How to Apply:

To be considered for this position, please send a cover letter and resume to Kristen Guerra, Development and Special Events Manager, at kguerra@ccdallas.org . In your cover letter, please share why you feel called to advance the mission of Catholic Charities Dallas and how your experience has equipped you for this role. We welcome your interest and look forward to learning more about you.