

DIOCESE OF ALLENTOWN
Office of Stewardship & Development
Position Description

Position Title: Fundraising Engagement Specialist

FLSA: Exempt

Job Status: Full-Time

Reporting Functions: Reports to the Executive Director of Stewardship and Development; no direct reports.

Job Function: The Fundraising Engagement Specialist is responsible for the oversight and management of all database donor records for the Diocese of Allentown with regard to the Because We Are Catholic (BWAC), Clergy 3rd Age Trust [Priests' Retirement Endowment], and Parish Stewardship in support of the Executive Director of Stewardship and Development. They will specialize in handling annual fundraising events (e.g. Cooks for Collars), and maintain fundraising initiatives like the Catholic Professional's Group, Poverty Relief, and the Rice Bowl.

Duties and Responsibilities:

- Plan, implements, and coordinates Cooks for Collars with Clergy within the Diocese of Allentown.
- Oversee Catholic Professional's Group, Poverty Relief, and Rice Bowl initiatives.
- Manage Diocesan gift processing/donor database administration and provide support and guidance for parish gift processing/donor database efforts.
 - Ensure that BWAC and other Diocesan gift processing and donor database tools and processes are function properly.
 - Provide support and direction so that parish, school and other ministries can manage gift processing and donor database functions effectively.
 - Ensure that appropriate expertise exists to support Diocesan users of Raiser's Edge, ParishSoft, and/or other donor database tools as needed.
- Maintain an ongoing daily/monthly/annual reconciliation system with the Accounting Department for the accurate comparison between pledges and payments received and recorded into Raiser's Edge database software and the Accounting records.
- Generate all required monthly internal and external reports for the BWAC, CBS and Parish Stewardship, including the design of all queries with the *Raiser's Edge* database software.

- Generate all monthly pledge reminders, thank you letters, and all other database information, mailing lists, and required mailings associated with the fulfillment of the BWAC, CBS campaigns and Parish Stewardship.
- Assist other departments and other Stewardship and Development team members in their use of Raiser's Edge and other softwares.
- Assist the Executive Director with the preparation of visits with major donors and major gift prospects. Prepare strategy memos and reviews research before visits. Accompany other staff and/or volunteers on visits when appropriate.
- Work with Administrative staff to conduct research on donors and prospective donors as needed.
- Collaborate with other Diocesan Departments, such as Office of Education, Office of Evangelization and Formation, and the Office of Communications with advertising, planning, and coordinating special events.

Additional Conditions of Employment

Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church regarding matters of faith and morals, including maintaining a lifestyle that is in conformity with the teachings of the Catholic Church.

Educational Requirements

- Bachelor's Degree (preferred)
- At least 3-5 years of fundraising, marketing, or related experience.

Other Requirements

- Familiarity with principals of fundraising including annual appeals, major gifts, planned giving and donor databases.
- Strong Microsoft Office Skills (Excel, Word, Outlook, PowerPoint).
- A high degree of integrity, confidentiality, strong work ethic and a willingness to quickly and continuously gain knowledge of the mission of the Diocese of Allentown and its affiliates.
- Ability to learn and utilize donor databases and other fundraising software (BlackBaud, Raiser's Edge, Omatic, OneCall, Free Will, ParishSoft, etc.).

- Ability to handle multiple tasks/projects and prioritize as needed. Solid relationship-building skills and ability to work with diverse array of people and personalities under pressures and deadlines.
- Strong verbal and written communication skills with the ability to work with all levels of management, personnel, and donors.
- Strong organization skills and the ability to set priorities are critical. Candidate should be self-assured, independent, and capable of being a highly motivated self-starter.
- Must have a valid driver's license.

Physical Demands: While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone. Use of hands to operate standard office equipment; with occasional reaching and lifting up to 10 pounds.

Working Conditions: Normal office environment. Normal work hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Will be required to meet with constituencies outside and in excess of normal work hours. Participation in evening and weekend activities in addition to significant driving throughout the diocese, which includes the Pennsylvania counties of Berks, Carbon, Lehigh, Northampton and Schuylkill, are an essential part of the position.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Range: \$50,000-\$55,000

Interested applicants must submit a cover letter and resume via email or to the following:

resumes@allentowndiocese.org

FAX: 610-439-7693

Diocese of Allentown

Attn: Human Resources

P.O. Box F

Allentown, PA 18105-1538

EOE M/F/D/V