

## Queen of Peace Center Development Assistant

As a member of the Federation of Catholic Charities, Queen of Peace Center (QOPC) has been providing family-centered behavioral healthcare for women, children and families.

### **General Description:**

*This full-time position* will provide administrative support to our Development Department. The assistant will work to ensure that the Development Department is organized, follows processes and procedures, and is prepared to execute busy season with ease. This position is responsible for the agency's donation processing, acknowledgements, tax credit procedures, volunteer coordination, and additional administrative tasks. Responsibilities also include assisting with special event planning and execution. This position will work in coordination on other projects as assigned by the Event and Communication Manager.

### **Responsibilities:**

*This is a special, engaging, and rewarding opportunity to include the following contributions:*

- Manage Raiser's Edge database donor accounts, data entry, data clean up, financial reports, and other system requirements.
- Accept and process incoming monetary and in-kind donations.
- Protect operations by keeping donor and volunteer information confidential.
- Provide weekly report of all donations received by Development staff.
- Work with the Archdiocese each month to reconcile Raiser's Edge and the General Ledger.
- Create in-kind and donor acknowledgement letters, as well as administer and track tax credits.
- Coordinate volunteer program recruitment, calendar, service hours, and paperwork.
- Update and maintain event and marketing mailing lists.
- Assist with special event planning and execution, such as soliciting and preparing auction items, utilizing mobile bidding software, and managing check in and volunteers on the day of.
- Provide pre and post event logistics based on Development Department needs.
- Other duties and responsibilities as assigned.

### **SUCCESS FACTORS**

- **Preferred:** Bachelor's or associate's degree with 2 years' experience in comparable position.
- **Preferred:** Experience with Raiser's Edge or comparable donor database.
- Comfort and experience with details, numbers, adapting to change and fast-paced environments, technology, and word processing and spreadsheet applications.
- Enjoy the challenges and rewards of event planning and guest relations.
- Emphasis on strategies, logistics, and following processes and procedures.
- Ability to write and proofread with strong grammar skills - excellence in your work.

- Proven organizational, time management, and analytical abilities.
- Ability to work independently and within a high trust team.
- Strong team member, working well with staff, volunteers, and senior professionals.

### **OUR PROMISE**

- *Meaningful* opportunity to contribute to the welfare of our women and their children– your work efforts will make a difference in their lives and throughout the St. Louis Community.
- Leadership that is compassionate, supportive and committed to your personal and professional well-being.
- Excellent salary and benefits, generous time off and the opportunity for advancement as part of the 1,500 employee team of Catholic Charities of St. Louis.

***Please send resume & cover letter to Kate Fletcher, [kfletcher@ccstl.org](mailto:kfletcher@ccstl.org)***

**EOE**