



POSITION DESCRIPTION: Development & Stewardship Coordinator

REPORTS TO: Chief Development Officer (CDO)

DIRECT REPORTS: N/A

ORGANIZATION OVERVIEW

Founded in 1985, Queen of Peace Center (QOPC) is a \$10 million-dollar nonprofit organization serving more than 1,300 St. Louis women and thousands of their children and families each year. We are focused exclusively on providing family-centered behavioral healthcare. Our unique model addresses the full continuum of needs for those impacted by substance use disorders, co-occurring disorders, and trauma by providing treatment, prevention, education, and housing – including ensuring food, medicine, and basic needs are met throughout recovery journeys.

One of eight federated agencies of Catholic Charities of St. Louis, Queen of Peace Center is a separate 501(c)(3) non-profit organization and has its own Board of Directors. We are licensed by Missouri Department of Mental Health and accredited by the Council on Accreditation.

POSITION DESCRIPTION

The Development & Stewardship Coordinator provides proactive, effective, and measurable administrative support to enhance the Development Department fundraising activities, including the cultivation and stewardship of donors. This individual will work closely with the Chief Development Officer (CDO), as well as the three-member Development team and key fundraising committees, to execute an annual fundraising plan and communications strategy. This position requires the ability to work well within a fast-paced environment and under a collaborative team structure.

CORE FUNCTIONS

- Manage Raiser's Edge NXT database donor accounts, data entry, data clean-up, financial reports, and other system requirements.
- Accept and process incoming monetary and in-kind donations, as well as recording pledges.
- Provide donor acknowledgement in a timely manner (within 2 business days) and in accordance with the Development Department standards.
- Manage donor files and update filing procedures and practices.
- Coordinate with the Archdiocese of St. Louis each month to reconcile Raiser's Edge NXT and the General Ledger.
- Provide weekly report of all donations/pledges received for Development team meetings.
- Provide administrative support for direct mail strategies, including mail merge functions, segmentation, and personalization of lists.
- Coordinate volunteer program projects (including the Donation Closet), recruitment, calendar, service hours, and paperwork.
- May support grant writing efforts, including prospect research, reporting and stewardship.

- Manage and process Missouri State Tax Credit applications and provide paperwork to donors.
- Assist with special event planning and execution, primarily the Golf Tournament, Online Campaign, and stewardship gatherings.
- Manage inventory of donor communication materials including envelopes, letterhead, print pieces, and other branded QOPC gifts.
- Draft written materials for Development Department, including regularly updated acknowledgement letters and ongoing stewardship communication for donors (i.e., e-blasts, letters, cards).
- Support the marketing/communications/social media initiatives, as requested.
- Proof-reading of donor materials, appointment setting, and meeting preparation for Development Department, as requested.
- Other duties as assigned by the Chief Development Officer.

CORE COMPETENCIES

- Passion for the Queen of Peace Center mission and those we serve.
- Exceptional organizational and time management skills. Strategic thinking. Ability to coordinate and prioritize multiple tasks, set deadlines, and complete projects in a timely manner while maintaining high levels of performance.
- Database experience a must, preferably with Blackboard software.
- Professional phone and email etiquette.
- Excellent relationship management skills and high EQ.
- Advanced proficiency in MS Office Suite.
- Knowledge of SquareSpace website editing preferred or willingness to learn.
- Basic graphic design experience is a plus.

QUALIFICATIONS

Education and certification:

- Bachelor's degree preferred, equivalent experience acceptable.

Experience:

- Minimum of 1-3 years of experience in development/fundraising.

SALARY RANGE

- \$35,000-\$43,000 (plus first day benefits package)

APPLICATION INSTRUCTIONS

Interested candidates should send a cover letter and resume to Sarah Barone at sbarone@ccstl.org. No phone calls, please. To learn more about Queen of Peace Center, please visit www.qopcstl.org.

Queen of Peace Center is an Equal Opportunity Employer.