

Catholic Charities of St. Louis

Donor Engagement Coordinator

CATHOLIC CHARITIES OF ST. LOUIS, a family of ministries, has been helping people in need since 1912. Inspired by Jesus Christ, we serve people in need, work to improve social conditions, and unite with others in this mission. Nearly 100,000 people benefit from our services, regardless of religion, age, gender, race or ethnicity.

Do you like to flex your fundraising muscles in a variety of ways? The Donor Engagement Coordinator is the position for you! The ideal candidate should enjoy engaging with a variety of donors, including individuals and grant makers, tell a compelling funding narrative in-person, over the phone, and on paper, and be part of a team that plans and executes unique fundraising events. In addition, must have a keen attention to detail while doing database, grant-writing, and other administrative tasks. While being a practicing Catholic is a plus, if you are called to serve those in need as commanded by Christ, and have comfort working for a direct ministry of the Archdiocese of St. Louis we want to talk with you! Catholic Charities offers competitive compensation, first-class medical benefits, flexible work hours and remote consideration.

Primary Responsibilities:

- Facilitate a joyful process from the donor to Missouri state government for tax credit donations to benefit individual ministries of Catholic Charities of St. Louis
- Solicit, write, and submit grants to benefit programs of the Catholic Charities of St. Louis Ministry Office, including Pathways to Progress and Disaster Recovery
- Lead United Way grant funding process
- Step-in during busy fundraising times to input gifts into Raiser's Edge (donor database)
- Participate in planning and execution of events and giving days
- Track and manage receipt of Planned Gifts, including collaboration with the Roman Catholic Foundation of Eastern Missouri
- Other duties as assigned by the Chief Development Officer

Bachelor's Degree in non-profit management, communication, or related field of study is required, with current and/or previous development experience a plus. Proficiency with the Microsoft Office Suite (Word, Excel, and PowerPoint) required. Familiarity with constituent management databases preferred.

To Apply, send cover letter and resume with salary requirements to Les Lexow, Director Human Resources at llexow@ccstl.org.

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