



QUEEN OF PEACE CENTER DONOR ENGAGEMENT COORDINATOR

OUR MISSION

The mission of Queen of Peace Center is to provide family-centered care for women with substance-use disorders, their families, and at-risk youth through treatment, prevention and education and housing. As demonstrated by the life of Jesus Christ, Queen of Peace Center works to build a future of peace for families.

ORGANIZATION OVERVIEW

Founded in 1985 as a ministry of Catholic Charities Archdiocese of St. Louis, Queen of Peace Center (QOPC) is a \$10+ million-dollar nonprofit organization serving more than 1,300 St. Louis women and 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. We are licensed by Missouri Department of Mental Health and accredited by the Council on Accreditation.

POSITION DESCRIPTION

Do you like to flex your fundraising muscles in a variety of ways? The Donor Engagement Coordinator is the position for you! This unique job opportunity will support the work of Queen of Peace Center and St. Francis Community Services. St. Francis Community Services walks with our vulnerable neighbors to create opportunities, to build resilience, and to advocate for justice.

Reporting to the Director of Development of Queen of Peace Center, the ideal candidate should enjoy engaging with a variety of donors, including individuals, corporations, and foundations, 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 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 and its ministries offer competitive compensation, first-class medical benefits, flexible work hours and remote consideration.

Primary Responsibilities:

- Interact in a joyful, faith-filled manner with individuals, corporations, private foundations, and other supporters to solicit one-time, recurring, and tax credit gifts.
- Manage the Raiser's Edge NXT database, inputting gifts on a daily basis and reconciling at month-end with financial staff.
- Facilitate the donor thank you process, including interaction with the CEO (s) for major gift-specific follow up.
- Participate in planning and execution of events and 24 hour giving campaigns.
- Track and manage receipt of Planned Gifts, including collaboration with the Roman Catholic Foundation of Eastern Missouri.
- Other duties as assigned by the Director of Development

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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