



St. Peter Catholic Student Center

Fr. Daniel Liu, Director

John Smith, Director of Development

Development Assistant

Position Summary: The part-time Development Assistant (approx. 15-20 hours) coordinates and maintains several vital areas of responsibility within the development office. Reporting directly to the Director of Development, the Development Assistant serves as an administrator for the benefactor database, monthly donor program, Sunday Collections, and assists with appeals and mailings.

Areas of Responsibility

Data Administration (50%)

- Assistance and management of donor portfolios for the Director of Development
- Maintaining ongoing accuracy and integrity of donor database
- Assisting with gift processing and donor acknowledgement
- Formulating queries and reports supporting strategic development
- Partnering with *Baylor Catholic Network* and other significant constituents to foster greater unity of data administration, relationships, and donor stewardship

Development Communication (20%)

- Helping make and receive phone calls to donors and prospects
- Providing assistance with donor relations activities
- Coordinating, managing, and editing mailings, newsletters, and appeals
- Assistance in managing relationships with printers, vendors, and sponsors

Grants and Stewardship (15%)

- Researching and application of select foundation grants
- Assisting with editing and proofing grant application materials
- Administration of annual tax letter and mailing

Leadership Council and Events (15%)

- Serving as recording secretary for Leadership Council and various committee meetings
- Assisting with any and all events related to the Development Office
- Supporting relationships within LC and committees to promote mission advancement

Desired Qualifications

- Sincere interest in learning about stewardship and philanthropy in an ecclesial setting
- 2+ years of hands-on administrative support experience (need not be in fundraising)
- Excellent interpersonal skills and ability to work well with all levels of internal management and staff as well as outside constituents
- Excellent verbal and written communications skills: must have a spirit of hospitality and be able to write and communicate in both formal and informal settings
- Ability to prioritize multiple small projects with strong problem solving skills
- Basic project coordination experience: organizational skills to plan, design and implement each stage of a project; ability to track project's progress and completion
- Sensitivity to confidential matters and appropriate use of discretion
- Excellent reading, writing, and editing skills with strong attention to detail
- Proficiency in Microsoft Office Suite

Ideal Qualifications

- Fundraising software or CRM experience (eTapestry, Raiser's Edge, Salesforce, etc.)
- 2+ years gift processing, stewardship, and development office experience
- Some knowledge of fundraising best practices
- Familiarity with principles of stewardship and development in the Catholic Church

Contact:

A resume and cover letter addressing applicant's experience related to the responsibilities and qualifications. Send resume to johnsmith@baylorcatholic.org. No phone calls, please.