



## **Employment Opportunity Donor Relations Associate**

The Orange Catholic Foundation (OCF) is a 501(c)(3) charitable corporation and an autonomous pious foundation that exists to serve the Diocese of Orange, including its parishes, schools and overall diocesan mission. The OCF plans and conducts major diocesan fundraising programs including the Pastoral Services Appeal (PSA), capital campaigns, the *Conference on Business & Ethics, Wills & Trusts Weeks* and other special fundraising events. The Foundation also manages endowments and investment funds and grants funds according to the donor's intent.

### **MISSION STATEMENT:**

We are an autonomous, pious foundation that works in collaboration with members of our Diocese of Orange to raise, manage, grow and grant funds supporting all aspects of the Catholic faith following each donor's intent.

### **QUALIFICATIONS & EXPERIENCE:**

The Orange Catholic Foundation seeks an experienced, analytical Donor Relations Associate to work with our OCF team on day-to-day donor services functions that will include areas such as timely acknowledgement gift letters; create mailing lists for ongoing campaigns materials; assist in event setup including sending invitations including tracking who will be attending and be backup to other Donor Services team members as needed.

- Minimum of a Bachelor's Degree
- Computer proficiency required; advanced skills in Microsoft Word and Excel with experience using word merge, creating charts, graphs, or any other advanced Excel formulas and functions is a plus
- Knowledge of Blackbaud Raiser's Edge and Blackbaud NXT products are a plus
- Prior experience with annual fundraising, capital campaigns, or event management is a plus
- Experience with email or social media campaigns a plus
- Excellent written and verbal communication skills
- Strong organizational and problem solving skills
- Understanding of Catholic Church ethics, traditions, procedures, and organizational structures
- Ability to be flexible in a complex and changing business environment
- Ability to deal effectively and professionally with a variety of persons and be a team player

This position is subject to background checks.

## **PERFORMANCE RESPONSIBILITIES:**

The responsibilities of the Donor Relations Associate include, but are not limited to, the following:

- Responsible for professional working relationships with staff, donors, community leaders and volunteers;
- Help with the cultivation and steward of current and potential donors related to events;
- Provides administrative and programmatic support for the Operations team;
- Prepare and execute action items, acknowledgments, and follow-up mailings;
- Utilize Raiser's Edge to create lists for event invitations, mailings, and other donor outreach vehicles and track event attendees;
- Proactively follow-through on projects to successful completion while meeting strict deadlines;
- Flexibility in job assignments and responsibilities;
- Manage merging and mailing of sponsorship/solicitation packets;
- Provide follow up support for all campaigns and events (thank you's, etc.) where appropriate;
- Assist in coordinating highly visible executive-level presentations including setting up timelines, creating and distributing presentation templates, creating and editing presentations, and distributing final version;
- Write thank you letters for specific appeals, ensuring that letters are properly loaded into Raiser's Edge;
- Assist the Donor Services team with maintaining the integrity of the data captured in Raiser's Edge;
- Coordinate all physical arrangements for room and/or facility reservations, meeting/event set-up, audio/visual coordination, catering/refreshments and entertainment;
- Moving of supplies to and from the office may be needed.
- Good written and verbal communication skills;
- Ability to organize and prioritize work
- Other duties as assigned

## **APPLICATION PROCEDURES:**

Email cover letter, resume, and salary requirements to:

Yolanda Wright  
Senior Funds Coordinator  
Ywright@orangecatholicfoundation.org

Submission without these requirements will not be considered. No phone calls please.