

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Annual Giving Associate
DEPARTMENT: Development
REPORTS TO: Director of Annual Giving
STATUS: Salary/Exempt
UPDATED: 8/21/2023

Summary of Responsibilities:

Catholic Social Services is recruiting for an entry-level fundraising professional to help take our donors to the next level in their relationship with our organization and programs.

The Annual Giving Associate is a full-time position that reports directly to the Director of Annual Giving. The Annual Giving Associate is responsible for implementing engagement and fundraising strategies to grow revenue within our current annual donors. In addition, the Annual Giving Associate will assist with planning, managing and implementing development events during the year. The Annual Giving Associate also provides comprehensive administrative assistance to the Development department, with a focus on donor stewardship efforts.

Join an outstanding team and do fulfilling work with Catholic Social Services!

Responsibilities and Duties:

- Develop a working knowledge of Catholic Social Services (CSS) in general and funding priorities specifically in order to articulate a compelling case for support to all constituents.
- Manage acknowledgement, recognition, engagement, on-going communications, and continued cultivation of past and current donors to enhance their relationship with CSS and increase the likelihood of continued contributions.
- Identify opportunities that align with CSS' mission statement, and work with staff to create engagement initiatives and opportunities for donors.
- Provide professional assistance and interaction with donors (via phone, computer and face-to-face).
- As appropriate, provide prospect research for the Chief Development Officer and Director of Annual Giving.
- Assist with the successful execution of signature events including the Wilma Carr Charity Ball, Plein Air, and Helping Holidays.
- Attend internal and external meetings and events as required.
- Perform other duties as requested, delegated, or assigned.

Qualifications and Skills:

- Must be able to maintain program/guest/donor/agency confidentiality and treat all people with dignity and respect.

- A passion for the mission of Catholic Social Services and compassion for the people we serve.
- Ability and enthusiasm for clearly articulating and communicating the mission of Catholic Social Services.
- Above-average interpersonal skills with an aptitude for working with people from many different backgrounds and experiences.
- Strong written and oral communication skills.
- Understanding of stewardship, gift processing, and donor relations, or interest and ability to learn.
- Ability to listen carefully to and understand others' needs, and proactively respond to those needs in a consistent and timely manner.
- Knowledge of Microsoft Office products.
Knowledge of Customer Relationship Management (CRM) software preferred. Ability and interest in learning and using software, tools, and apps required.

Requirements:

- Bachelor's degree (or equivalent life experience).
- Preferred experience in customer service, fundraising, or event planning.
- Ability and willingness to learn software programs quickly and intuitively.
- Demonstrated organizational and communication skills.
- Ability, confidence, and tact to interact with varied constituencies through written and oral communications.
- Valid Alaska driver's license.
- Flexibility necessary to be available for occasional weekday, weekend, and evening meetings and events.
- Able to work for extended periods of time at a computer. Moderate physical effort with occasional standing, walking, reaching, stooping, bending, kneeling, and lifting and ability to lift 25 lb. on an occasional basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____