

Development Assistant

Join us in our mission to strengthen and sustain the Church in southeastern Massachusetts and support our community of faith in the years ahead! The Catholic Foundation of Southeastern Massachusetts is seeking a **Development Assistant** to join our growing team. In April 2018, The Diocese of Fall River formally established an independent, charitable foundation responsible for raising, managing, and distributing philanthropic funds to provide long-term, sustainable support for the parishes, schools, and life-changing ministries across the Diocese. The Foundation is incorporated as a separate 501(c)(3) not-for-profit organization, fully endorsed by the Diocese and its Bishop, Most Reverend Edgar M. da Cunha, S.D.V. This legal structure ensures that all gifts will be used for their intended purposes and provide a level of efficiency, accountability and transparency that will earn the respect and confidence of donors as well as the pastors/parishes, schools and ministries it serves.

The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories, known as deaneries. It includes approximately 132 entities, including schools, nursing homes, and cemeteries. It serves nearly 288,000 individuals who worship in more than 80 parishes and 11 mission churches.

Reporting to the Chief Executive Officer, the Development Assistant will be responsible for providing administrative and fundraising support for the Catholic Foundation team.

Essential Duties/Responsibilities:

- Use the gift management system, Portfolio, to accurately and efficiently process gifts, pledges, and event registrations; update biographical information; and maintain the integrity of records.
- Assist with FACE scholarship allocations outreach and process.
- Assist in the coordination and execution of correspondence and mailings, such as acknowledgements, pledge reminders, appeals, invitations, and direct mail projects.
- Assist with Bank and Account reconciliation.
- Run daily transaction reports to reconcile all gift activity with the Finance department.
- Assist with special events and projects.
- Field and accurately direct incoming phone calls.
- Open, sort, and distribute daily mail throughout the Foundation office.
- Organize and maintain files, both paper and electronic.
- Develop, implement and manage social media channels (ads, posts, boosted posts, etc.) to increase overall awareness and drive fundraising objectives, including the creation and upkeep of schedules and analysis of activity.
- Maintain office, kitchen, and postage supplies and re-order as necessary.
- Place repair calls and submit maintenance requests as necessary.
- Other Foundation office administrative duties as assigned.

Qualifications:

- Associates Degree or BA/BS Degree preferred
- One to three years of office experience, preferably in a Development or business setting.
- Friendly team player with an enthusiastic attitude.
- Ability to prioritize and manage several projects simultaneously in a fast-paced setting.
- Ability to take direction and work autonomously under multiple deadlines.
- Computer literacy in Microsoft Office software, particularly Word, Excel, and Outlook.
- Strong problem-solving skills, solution-oriented focus, and ability to exercise initiative.
- Professional and congenial telephone manner.
- Excellent interpersonal, written, and oral communication skills.
- Exceptional organizational skills with meticulous attention to detail and follow-up.
- Ability to handle confidential materials with discretion, sensitivity, and tact.
- Ability to collaborate with diverse groups of people in an atmosphere of service.
- Possess demonstrated understanding of the Catholic Church culture.
- Curiosity and enthusiasm for learning.
- An understanding of how to perform basic social media and website updates and maintenance is desirable.

The Diocese of Fall River offers a competitive compensation program and a comprehensive benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to Miriam Finn Sherman, Chief Executive Officer, The Catholic Foundation of Southeastern Massachusetts, Email: msherman@catholicfoundationsema.org; Mail: Catholic Foundation of Southeastern Massachusetts, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer