Development Coordinator | Catholic Charities Ft. Worth

Do you find fulfillment engaging with and influencing others for good? Do you have the ability to connect people to opportunities they never considered before? Are you motivated by challenging goals? Do you enjoy supporting others on a team? Are you passionate about using your talents and skills to advance a mission to serve those in need?

*If this sounds like you, keep reading.*

Catholic Charities Ft. Worth is looking for a persuasive, engaging, and dependable Development Coordinator to join our Advancement team. This role requires resourcefulness, flexibility, and integrity while representing our agency’s mission and values in the community.

What will you have the opportunity to do as a Development Coordinator?

- **Learn and Implement a Proven Fundraising Model:** You will have the opportunity for ongoing training and growth utilizing the proven Benevon® fundraising model used by over 4500 organizations and expanding throughout our agency as a whole. Following this tried and true model, you will help our donors become increasingly connected to our mission.

- **Cultivate and engage donors** on a personal level, so that we can fully understand where their interests, concerns, and talents collide with the opportunities offered by Catholic Charities. You will continually concern yourself with how donors can be connected to new opportunities that may fit their interests. You will implement our plan for donor recognition, retention, renewal, and upgrade. You will offer excellent communication with donors, responding appropriately to concerns and requests.

- **Raise Resources:** After cultivating and engaging donors within the Benevon® fundraising model, you will raise resources through financial asks and connecting donors with opportunities to volunteer and contribute to our goal of ending poverty – one family at a time.

**QUALIFICATIONS:**

- Bachelor's degree and at least 2 years' experience in donor cultivation and securing financial support OR a combination of relevant education and experience preferred
- Willingness to learn and follow proven Benevon® fundraising model
- Excellent organizational, interpersonal, and English communication skills
- Project management experience a plus
- Reliable transportation and valid driver's license; willing to transport others in personal car

**WORK HOURS AND LOCATION**

*Hours:* 8:00 am to 5:00 pm, Monday through Friday (Note: This position may require flexibility to work various hours and occasional weekends, as events and meetings warrant.)

*Location:* 249 West Thornhill Drive; Fort Worth, Texas 76115

**COMPENSATION AND BENEFITS**

Catholic Charities Fort Worth offers a variety of benefits to our staff including medical, dental, vision, and life insurance. Our employees can participate in a retirement plan with a generous match. A progressive paid leave plan allows you to earn more time off the longer you are employed and we provide paid time off for designated holidays. We also offer flexible work schedules and a friendly, supportive environment. This position is salaried with starting annual range of **$43,680 - $56,000**, based on skills and experience.
TO APPLY
All interested applicants must visit our website (www.catholiccharitiesfortworth.org) and apply via the employment link at the bottom of the page. Candidates must also complete a work traits survey via this link. **Resumes received without being accompanied by a completed survey will not be considered.**

Due to the volume of applications, only qualified applicants will be contacted. **No phone calls, please.** Catholic Charities Fort Worth is an equal opportunity employer.

ABOUT US
Catholic Charities Fort Worth (CCFW) is an enterprising nonprofit with a belief that ending poverty is possible. Our diverse services, poverty solutions, and income-generating social enterprises help tens of thousands in our 28 county diocese each year, most of whom are the working poor, some of whom are even Catholic. We strategically challenge the way poverty is addressed nationwide by scrupulously testing our own case management methods through research partnerships, exporting our known-solutions to other non-profits, and serving as a resource for what works on Capitol Hill. We invite you to come and check out our nonprofit 2.0 approach. For more information, please visit us at catholiccharitiesfortworth.org.