

**CATHOLIC CHARITIES OF TENNESSEE, INC.  
POSITION ANNOUNCEMENT**

**Grant & Donor Development Coordinator**

Catholic Charities is seeking candidates for the newly created position of Grant & Donor Development Coordinator. This position, reporting to the Mission Advancement Director, is full-time based at the agency's administrative offices located at the Catholic Pastoral Center (2806 McGavock Pike, Nashville, TN 37214). Office hours are Monday-Friday from 8am to 4:30pm (37.5 hours per week). From time to time, work will be required outside of regular office hours.

Primary functions are to: identify and pursue agency funding opportunities through corporate, community, and family foundations; assist with the identification, cultivation, solicitation, stewarding and retention of qualified prospects and donors with a greater level of capacity for supporting the work of the agency; and to coordinate the following:

Grants: In order to advance agency funding through grants provided by corporate and family foundations, the Grant Coordinator shall: (1) Oversee research for new funder grant opportunities for agency, (2) Manage key dates calendars/schedules tied to existing funding, (3) Explore and identify opportunities for new funding from existing funders, (4) Coordinate submission/application development calendar for grants being pursued, and (5) Assist with the creation or refinement of submissions/applications, as appropriate.

Donor Development: In order to advance sustained agency funding through major donors – with a primary focus on gifts of \$1000-\$4999 and \$5000 and above – the Donor Development Coordinator shall: (1) Oversee donor data base maintenance, with special attention to donors with net worth potential who should be included in a cultivation strategy for movement up the agency's donor support ladder, (2) Identify qualified prospects with net worth potential who are not currently donors or are lapsed donors for movement to active status, (3) Manage development and execution of traditional agency campaigns (such as Lenten Appeal, Year End Campaign, Loaves and Fishes Fall Campaign), and (4) Assist with development and execution of agency's Annual Appeal program.

**MAJOR RESPONSIBILITIES:**

- Serve as primary expert on major donors and prospects through the use of database analysis and other resources.
- Work closely with agency direct service and leadership staff to identify and pursue opportunities which most closely align with agency service/program financial needs and grantor interests.
- Assist Mission Advancement Director and Executive Director with developing qualified prospect/donor identification/cultivation/solicitation strategies and tactics designed to bring new donors on board, moved lapsed donors to active status, and/or enhance the donor's role in the agency's funding in a more sustained way.
- Develop programs and plans to support traditional agency solicitation campaigns.
- Assist Mission Advancement Director with development and implementation of inaugural Annual Fund in FY2017-18 and continuance/growth in following years.

**EDUCATION and/or EXPERIENCE, QUALIFICATIONS:**

- Bachelor's degree in a related field such as Marketing, Communications, Institutional Advancement, Non-Profit Leadership, etc. or equivalent work-experience required.
- Minimum of 3 to 5 years of general direct fundraising experience in a non-profit environment.
- Minimum of 3 to 5 years of grant identification research and grant writing experience.
- Knowledge of event planning, campaign development/execution, integrating communications platforms for effective donor communications, and fundraising database software knowledge required.
- Strong communications (both written and verbal) and analytical skills required. Must be comfortable preparing and making presentations one-on-one, in small groups, and in large group settings.

Competitive salary based upon qualifications and experience with excellent benefits package. Please email resume to Mark Barry at [mbarry@cctenn.org](mailto:mbarry@cctenn.org). (Include "Grant & Donor Development Coordinator" in the subject line.)

POSTING DATE: May 18, 2017  
DATE AVAILABLE: July 1, 2017

**Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.**