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**POSITION TITLE: Administrative Coordinator**

**DEPARTMENT:** Foundation/Development

**REPORTS TO:** Director of Planned Giving & Assistant Director of Development

**FLSA:** NON-EXEMPT (Full-Time - 30 hours, benefits eligible)

**POSITION SUMMARY:** The Administrative Coordinator serves as support to the Director of Planned Giving/Foundation of the Diocese of Charlotte and staff for the Office of Development.

This position requires a professional who can work independently, communicate well with donors, and can successfully work in a fast-paced environment that requires multitasking. Possess demonstrated ability to work in a non-profit or church-related environment. Maintain confidentiality of donor records, diocesan and foundation records, and other materials.

**ESSENTIAL FUNCTIONS:**

1. Administration of endowment funds including documentation for all additions and distributions as well as quarterly statement mailings.
2. Conduct research and compile information on existing and prospective planned giving donors to the diocese, foundation, Catholic schools, or Catholic Charities.
3. Perform records management in Raiser's Edge.
4. Assist with materials (and mailings) as they relate to Foundation board meetings, estate planning seminars, parish planned giving committees and other meetings of value.
5. Maintains and updates endowment agreements and any other documentation related to Foundation endowments or donor files.
6. Assist with requests for more planned giving information from donors and prospective donors, documenting in Raiser's Edge.
7. Provide development support by processing pledge envelopes, researching and solving problematic transactions, and answer donor telephone inquiries.
8. Assist with processing/paperwork for pledges that need to be written off.
9. Performs other duties as assigned.

**REQUIRED Education, Experience and Skills:**

- Associate Degree
- Three (3) years' experience in administrative support
- Ability to maintain confidential information and donor data
- Proficient in MS Office
- Solid planning and organizational skills
- Ability to work both independently and as a part of a larger team

- Strong written and oral communication skills

**PREFERRED Education, Experience and Skills:**

- Bachelor's degree
- Proficient in Raiser's Edge/Blackbaud/Target Analytics/NXT

**WORKING ENVIRONMENT:** Primarily assigned to the high energy development office suite at the pastoral center in Charlotte; may occasionally have to visit a parish. Office hours are 9:00 a.m. – 5 p.m., Monday through Friday.

**BENEFIT PACKAGE:**

- Paid Vacation, Sick, and Holidays (standard civil and religious holidays)
- Medical, Dental, Vision, 403(b), Life and Disability benefits.