



Mater Dolorosa Passionist Retreat Center

Position Title: Development & Communications Assistant

Position Summary:

We are searching for a dedicated and socially conscious Development & Communications Assistant to assist our organization's development team in creating and implementing strategies that ensure sustainability and organizational growth. This is a part-time/non-exempt position.

Reporting Relationship:

The Development & Communications Assistant reports to the Development Director, Mater Dolorosa Passionist Retreat Center

Scope of Responsibility:

Coordinates and performs functions and activities to accomplish established development program and other revenue producing goals and objectives of the Retreat Center. Position is sensitive to the interrelationship of both people and functions within the Retreat Center.

Essential Position Duties and Responsibilities:

- Understand and carry out the mission of Mater Dolorosa Passionist Retreat Center
- Help to meet all fundraising goals as established in the Development Plan
- Engage with current and potential donors
- Receive, record and track all development monies in PushPay and Church Community Builder, our payment processor and CRM
- Prepare bank deposit and maintain a copy of all deposits and checks deposited
- Prepare and mail thank you letters using PushPay, MS Excel and MS Word.
- Maintain accurate records for all annual appeals
- Maintain accurate records of donors, retreatants and others in CRM / database.
- Generate donation reports as needed
- Organize and execute mailing of fundraising letters, special appeals and capital campaigns
- Support all fundraising campaigns including, but not limited to, annual giving efforts, special events, grant applications, planned giving and major gifts
- Work with volunteers and vendors as necessary for large mailings and events
- Assist Development Director with data research and mailings for specific donor segments
- File, organize, and track inventory of fundraising materials
- Assist with production of electronic newsletters using Constant Contact. Maintain updated contact list in Constant Contact
- Assist with social media including Facebook, Instagram and LinkedIn. In addition to regular posting, monitor and share other organizations' posts and respond to messages in social media
- Assist with updating app

- Assist with producing paper newsletters as needed
- Share duty of answering the telephone with other staff
- Assist with organization of Good Friday; we welcome 2,500 visitors each Good Friday to pray the Stations of the Cross
- Design electronic and paper materials using Canva and Publisher; materials may correspond to events, retreats, and campaigns
- Assemble and send prayer cards

The above Position Duties and Responsibilities are subject to change at any time.

Qualifications:

- Well-developed computer skills, especially in Microsoft Office Word, Excel and Publisher.
- Proficiency in database / CRM management
- Proficiency in technologies such as social media, Constant Contact, preferred.
- Excellent organizational skills with attention to detail and follow-through.
- Excellent project management skills.
- Collaborative working style that engenders enthusiasm and a willingness to work as part of a team.
- Respectful of confidentiality of information.
- Excellent phone communication and writing skills.
- Excellent interpersonal skills, with the ability to communicate effectively with donors, retreatants, volunteers and all levels of staff.
- Excellent personal initiative and creativity in problem solving.
- AA or Bachelor's degree (BA/BS) preferred. Experience in non-profit desirable. Relevant experience will be considered in lieu of education.

Mater Dolorosa Passionist Retreat Center is an Equal Opportunity Employer