



POSITION: Development Officer

LOCATION: St. Teresa of Calcutta Newman Center | Kearney, NE

POSITION OVERVIEW

As a Development Officer at St. Teresa of Calcutta Newman Center, you will play a vital role in advancing the mission of our small nonprofit Catholic campus ministry. This entry-level position is designed for individuals with a passion for fundraising and a commitment to supporting the programs and initiatives that define our organization. The successful candidate will contribute to the planning and execution of fundraising activities, engage with donors and partners, and actively participate in securing financial support to meet our annual budget and fund essential programs.

REPORTS TO: Director of Development

COMPENSATION

1. Exempt, full-time employment
 - a. \$40,000 base salary with comprehensive benefits package
 - b. Relevant experience may be recognized

QUALIFICATIONS

1. Bachelor's degree in nonprofit management, business, communications, or a related field.
2. Mind and heart for Roman Catholic doctrine, devotion, formation, and campus ministry
3. Strong written and verbal communication skills.
4. Basic understanding of fundraising principles and strategies.
5. Detail-oriented with excellent organizational and time-management skills.
6. Ability to work collaboratively in a team-oriented environment.
7. Proficiency in Microsoft Office Suite and experience with donor management software is a plus.
8. Passion for the mission and values of St. Teresa's Newman Center

SKILLS & ABILITIES

1. Can effectively advocate for St. Teresa's mission, demonstrably embrace its core values, and pursue personal holiness and excellence each day
2. Keen attention to detail
3. Problem-solving and basic troubleshooting skills
4. Basic understanding of fundraising principles and strategies, including experience with donor acquisition, retention, and stewardship.
5. Strong organizational skills with the ability to manage multiple tasks and deadlines.
6. Thoroughness in planning and implementing work, including goals, timetables, and formulating action steps to achieve objectives
7. Ability to work effectively with other staff members, students, volunteers, and external contacts
8. Working knowledge of software applications such as Microsoft Office Suite, QuickBooks, Google Workspace, and eTapestry

KEY RESPONSIBILITIES

1. Fundraising Planning and Execution:
 - a. Collaborate with the development team to contribute to the creation and implementation of comprehensive fundraising plans.
 - b. Assist in organizing and executing fundraising events, campaigns, and initiatives to meet annual fundraising goals.
2. Donor Cultivation and Engagement:
 - a. Identify and research potential donors, sponsors, and partners to expand the organization's donor base.
 - b. Build and maintain strong relationships with donors through effective communication, acknowledgment, and stewardship.
3. Grant Writing and Proposal Development:
 - a. Assist in researching and identifying grant opportunities that align with the organization's mission and goals.
 - b. Contribute to the development of grant proposals, reports, and other materials required for grant applications.
4. Database Management:
 - a. Maintain accurate and up-to-date donor records using the organization's database.
 - b. Generate reports and analyze fundraising data to evaluate the effectiveness of various campaigns and strategies.
5. Personal Solicitations and Travel:
 - a. Develop and implement strategies for personal solicitations, including face-to-face meetings with potential donors.
 - b. Plan and undertake travel to engage with donors, sponsors, and partners, fostering relationships and securing financial support.

HOW TO APPLY

Interested candidates should submit their resume, a cover letter highlighting their relevant experience, and a list of three references to careers@lopercatholic.org. Inquiries should be directed to the same address.

Position opened until filled.