



Archdiocese of Regina

VOLUNTEER DONOR SERVICES COORDINATOR

Overview

The Volunteer Donor Services Coordinator is responsible for supporting the accurate and efficient data-management for the Archbishop's Appeal as well as creating schedules with the contracted suppliers for the production and distribution of marketing media for the Archbishop's Appeal. The Volunteer Donor Services Coordinator may complete similar duties and provide support for other Archdiocesan Fundraising efforts.

Activities/Responsibilities

- Assists in the database management/maintenance of Donor Contact information and donations to the Archbishop's Appeal and other Archdiocesan Fundraising efforts.
- Responds to inquiries from parishes and donors about donation and contact information.
- Dependent on the amount of volunteer hours available the position may coordinate the production and distribution of some or all of the marketing pieces related to the Archbishop's Appeal or other Archdiocesan fundraising efforts.
- Assists in ensuring all donations are entered into the donor database accounting system.
- Assist in coordinating in the production of marketing materials for the Archbishop's Appeal campaign which may or may not include direct-mailing, video and web content by working closely with Archdiocesan and parish staffs, other volunteers and partner-charities to collect photos and stories of the impact that donations make in the lives of others.
- May arrange and coordinate mail production including preparing necessary reports, segmentation files and working with printers/mail house companies to execute production distribution.
- Assist in calculating of parish Appeal targets and goal tracking.
- Assist in organizing the Archbishop's Appeal Annual Kick-off presentation and other special events related to the Appeal Campaign.
- Assist in researching prospective corporate, foundation and individual donors.
- As volunteer time permits, develop relations with pastors, pastoral councils, deanery councils and parishes to promote Archdiocesan Fundraising efforts and provide support.
- Assist with the building relationships with internal ministry coordinators and external charities/programs in an attempt to gather understanding of their activities and impact on the Catholic community.
- Encourage others to volunteer.

- Under the directions of the Financial Officer of the Archdiocese, prepare reports that assist evaluate the effectiveness of the Appeal and other fundraising strategies.
- As time permits, create monthly fundraising reports and other database reports.
- Maintain guest lists, gather and prepare registration materials and other duties as requested.

Skills, Experience, and Qualifications

- Registered in Catholic parish and striving to live in accordance with the teachings of the Catholic Church thus allowing for volunteer status at the Archdiocesan level.
- A reference from their Pastor stating the volunteer is in good standing with their Pastor, their parish community and is a person of good reputation.
- Must be at least 18 years of age.
- Bachelor's degree and/or equivalent prior experience.
- Three to five years of customer service experience.
- Fundraising and development experience in a charitable organization would be beneficial.
- Strong verbal and written communication skills.
- Demonstrates competency in the use of word processing, spreadsheet development and software programs.
- Demonstrates the ability to prospect, cultivate and manage volunteers and donors.
- Strong partnership-building and event planning skills.

Personal Traits and Qualities

- High energy, positive, 'can-do' attitude.
- Demonstrates flexible and a high degree of initiative.
- Gives attend to detail.
- Is a team player.

Orientation and Training

- The Financial officer or designate will provide training and orientation to the volunteer positions.

Participant Group

The participant group may include but is not limited to:

- Archdiocesan staff
- Archdiocesan Parishioners.
- Priests/clergy and other religious

Support, Supervision, and Evaluation

- The Finance Officer of the Archdiocese is the first level of support, supervision and evaluation.

Length of Ministry

- Three to five years

Benefits and Working Conditions

- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position which requires a time commitment of 30-35 hours per week.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

This is a High Security Position therefore the following is required:

- Completion of a Volunteer Information Form
- An interview and personal reference checks are required
- A Vulnerable Sector Criminal Record Check is required
- Training and orientation are required
- There will be supervision by the Pastor
- Participant follow-ups will be conducted

This ministry position description accurately reflects the Ministry of Volunteer Donor Services Coordinator currently practiced at the Archdiocese of Regina and its Parishes.

Signature for Finance Officer Archdiocese of Regina

Signature Archdiocese of Regina Representative

Date

