



Development / Leadership Coordinator

Start Date: March, 2023

Permanent, Full-Time, Based in D.C. | Salary Range **\$54,000 - \$60,000**, plus generous benefits

About NETWORK: Founded by Catholic Sisters in 1972, in the spirit of the Second Vatican Council, NETWORK is an inclusive, national, Catholic advocacy organization open to all who share our values, working to achieve equity and justice for everyone. Grounded in Gospel values and the Catholic social justice tradition, NETWORK transforms our society by shaping federal policies that achieve racial, economic, and social justice; serve the common good; and honor the dignity of all. We value women's leadership, we appreciate people from religious and secular backgrounds, we affirm members of the LGBTQ+ community, and we engage in the ongoing work to become a multicultural, anti-racist organization.

Why this position matters: advocates for justice, inspired by Catholic Sisters, NETWORK is seeking a Development / Leadership Coordinator, committed to the principles of social justice, who can provide exemplary support and team work to the Development and Leadership Teams. The NETWORK Development / Leadership Coordinator is an excellent listener and problem-solver, and appreciates the connection between accurate records and strong relationships with the organization's membership and collaborators. This person is an excellent communicator and an organized implementer. They are comfortable with tasks of repetitive detail, and The Development/Leadership Coordinator provides vital support to the Development and Leadership teams that enables them to successfully advance NETWORK's mission, vision and goals. The person who fills this important position must be committed to the principles of social justice, be a person of radical hospitality and be able to provide exemplary support and contribute to effective team work.

What You'll Be Doing:

- **Assists the offices of the Leadership Team (LT)**
 - Assists with LT schedules and calendaring
 - Represents the LT to others in phone and email communications
 - Responds to LT engagement requests promptly and reviews preferences of requesters with organizational realities
 - Assists the Leadership Team as needed. This may include work on board meetings, racial justice, finance, HR, or other organizational administrative work
- **Assists the Development Office**
 - **Gift Processing and Acknowledgment**
 - Enters, codes, and tracks all checks and cash accurately using Salesforce database
 - Processes credit card and Electronic Fund Transfer payments; including donations made over the phone
 - According to internal auditing protocols, copies checks, tracks daily batches, and assists in running financial reports and reconciling deposits
 - Runs mail merge of acknowledgment letters and welcome packets, and ensure they are signed by the appropriate people and mailed to donors in a timely fashion
 - **Data Accuracy**
 - Updates contact information and preferences in Salesforce according to member self-selection via donation reply slips, emails, phone calls, and returned mail
 - Records significant contacts with members in Salesforce to ensure data integrity and maintenance of relationships

- **Donor Relations**
 - Responds to members' phone and email requests for information, and connects members to appropriate staff members for details and follow-up
 - Assists monthly donors with keeping credit card information up-to-date, and provide support with declined and incomplete donations
 - Coordinates donor recognition (thank you calls, cards, letters, etc.) with Development and Leadership teams, Board of Directors, and across the organization
- **Staff commitments**
 - Collaborates with Development and Leadership teams to increase member retention, growth and to advance NETWORK's mission
 - Participates in organizational activities: planning, evaluation, development and other activities as appropriate
 - Coordinates office support and supply ordering

Qualifications:

- Bachelor's degree preferred. Comparable life experiences, work in community organizations or as a volunteer, or entrepreneurial settings can be accepted as alternate qualifications.
- 3-5 years of progressive workplace-based experience.
- Experience in a detail-oriented position that required organizational skills, the ability to meet deadlines, the ability to follow direction and take initiative, and the demonstration of a strong work ethic.
- Commitment to creating a multicultural, anti-racist organization.
- Familiarity with faith-based organizations, advocacy organizations, or working with marginalized populations a plus.
- Committed to the integrity and practice of confidentiality.
- Experience with database entry and Office 365. Fluency with mail merge and experience in Salesforce a plus.
- Experience with correspondence control and high-volume data entry that balances speed with repetitive detail.
- Ability to see the person behind the donation and tenacity to ensure each donor's intent is represented correctly in the database.
- Ability to work under pressure, work independently and on a team, meet deadlines, and manage multiple projects.

Benefit details:

- Generous time off: 2 weeks paid vacation in each of first two years, in addition to Thanksgiving Week off, Christmas Week off, plus 10 additional holidays
- Platinum level health plan – as well as dental and vision – at no cost to you
- Generous retirement plan and parental leave after one year
- Staff Community Days; an organizational commitment to professional development and wellness

How to apply:

Cover letter: 2-3 paragraphs in an email (not attached, but written in the body of the email) telling us why you're interested in this position, why you are qualified, why you want to be a part of the NETWORK team, and where you found us. Give us a sense of the level of responsibility, complexity, and creativity of the work you've engaged in.

Resume: Attach a resume.

Email: Send materials to Sister Erin Zubal at employment@networklobby.org. Please include "Development / Leadership Coordinator" in the subject line.

Timing: This position will stay open as long as needed — until we find the right candidate. We'll be screening candidates on a rolling basis so please apply promptly.

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.