



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Development Coordinator**
FLSA Status: **Full Time, Non-Exempt**

Reports to: **Director of Development**
EEO Code: **5**

Overview:

St Vincent de Paul, Louisville (SVDP) is one of the longest serving social charities in Louisville. Through our homeless shelters, supportive housing programs, professional case management, clinical services, after-school programming, Open Hand Kitchen, Food Pantry, and retail thrift stores, we house, feed, and support those in need with compassion and dignity.

Position Summary:

The **Development Coordinator** will serve an important administrative role on the Fundraising Team by ensuring our fundraising donor data is up-to-date and accurate, donations are processed and acknowledged, and provide accurate reporting.

Essential Duties and Responsibilities:

- Assist with the implementation of a new donor database platform (Arreva)
- Donation processing and reporting
- Maintain month-end reconciliation process for ACH, online, and reoccurring donations
- Create and maintain donor acknowledgments and year-end tax information mailings
- Create and maintain donor email and mailing lists
- Manage stewardship mailing lists
- Assist with events and fundraising activities
- Other duties as assigned

Specific Knowledge, Skills, Abilities:

- Skilled in Donor Database Administration
- Knowledge of basic Accounting
- Possess good organizational, verbal, and written skills
- Must be attentive to detail, reliable, and able to follow standard procedures
- Must be able to work independently and meet deadlines
- Ability to communicate effectively with staff, donors, and partners
- Ability to maintain a positive, professional attitude

Education, Qualifications, Certifications, Trainings, Licenses:

- Minimum High School Diploma
- Donor database experience preferred
- Proficient in Microsoft Office 365
- Nonprofit experience is a plus
- Successfully pass any required pre-employment background and drug screening
- Maintain a valid Driver's license, and personal auto insurance and be able to be insured by SVDP
- Commitment to the mission and goals of St Vincent de Paul Louisville

Reporting to this position: None

Physical Demands/Effort/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.**

The requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job-related instructions and duties requested by the supervisor. This job description is not a contract for employment. It does not alter or affect the “at-will” doctrine adhered to by SVDP.

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP’s Section 125 Health and 401(k) Retirement Plans.

SVDP will conduct a thorough background investigation as part of its application process. Investigations are not limited to but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening, and a comprehensive criminal background check.

To Apply:

Website: www.svdplou.org

Email cover letter and resume to: hr@svdplou.org

SVDP is proud to be an Equal Employment Opportunity, Affirmative Action employer and absolutely committed to diversity. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.