



Roman Catholic Diocese of Victoria

4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✕ Fax: (250) 479-5423

www.rcdvictoria.org

Job Posting: *Appeal Fundraising Coordinator*

The Roman Catholic Diocese of Victoria and Island Catholic Schools are seeking a part-time fundraising coordinator for the period of June 3, 2024 to June 30, 2025. We are looking for a dynamic individual with donor relationship experience, and excellent organizational, administrative and communication skills.

Duties & Responsibilities

- Facilitates planning and execution of fundraising campaigns
- Creates appropriate campaign literature content and messaging
- Works cooperatively with senior leadership to establish funding priorities
- Communicates and liaises with pastors and Appeal leadership teams
- Maintains donor database and generates reports to assist with all aspects of fundraising
- Processes and reconciles donations (credit card, E-transfer, online and cash donations)
- Prepares and reconciles donations, tax receipts and thank-you letters
- Prepares and directs the implementation of communication plan
- Performs regular administrative tasks

Position Requirements

- Post-secondary diploma or degree in a related field (marketing, communications, business administration) or equivalent experience
- Knowledge, understanding and supportive of the mission of the Roman Catholic Church
- Experience in not-for-profit fundraising environments
- Advanced skills in MS Outlook, Excel, Word, PowerPoint
- Proven ability to work independently and as a team player
- Proven ability to coordinate, organize, initiate and complete tasks on a timely basis
- Excellent project management and time management skills with the ability to prioritize
- Good organizational ability and attention to detail
- Excellent communication skills, both written and oral

Interested applicants are invited to submit a résumé and cover letter by May 13, 2024, to:

Roman Catholic Diocese of Victoria

Attention: Selection Committee

1 - 4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

<http://www.rcdvictoria.org/employment.php>

Please note that only those shortlisted for an interview will be contacted.