

THE PASTORAL INSTITUTE, INC.
JOB DESCRIPTION

Job Title: Fundraising & Community Relations Coordinator

FLSA: Salaried Non-Exempt
(32 hours)

Reports To: Development Director

Date: 3/21/18

ABOUT THE PASTORAL INSTITUTE:

The Pastoral Institute was established in 1974 as a nonprofit, faith-based, non-denominational organization that offers education and counseling services to individuals, couples, and families to treat mind, body, and spirit. Our founders believed the Pastoral Institute would be a refuge of healing, clarity, and inspiration for those who come seeking help with difficult life experiences. Our clinical counseling services have evolved through the years, demonstrating our strong commitment to meeting the unique and growing mental health needs of the diverse community we serve. As a values-based organization, the Pastoral Institute envisions a center of excellence as leaders in the Chattahoochee Valley, by providing the most advanced mental health services to our clients. These values center around St. Paul's call to serve through faith, hope and love and are adopted from one of our founders, Mr. Bill Turner's "Christian C's": of Commitment, Care, Communication, Compassion, Common Vision and Community.

GENERAL DESCRIPTION:

Functions as a fundraiser and event coordinator along with Development Director. Has additional responsibility for data collection in donor database along with basic budget and department accounting. Functions as the Assistant to the Development Director. Has additional responsibility for activities relating to fundraising and capital campaigns. Exercises independent judgment and initiative in the completion of comprehensive work assignments.

Duties and Responsibilities:

1. Plans, coordinates, and executes innovative fundraising events with Development Team. Helps coordinate solicitations to past sponsors and prospective sponsors for fundraising events with Development Director.
2. Cultivates meaningful relationships and connections with EAP Partner organizations and others to develop business and giving opportunities to The Pastoral Institute with Development & Marketing Team.
3. Assists in producing fundraising and campaign materials with Development & Marketing Team.
4. Maintains development calendar of deadlines and events. Sends out meeting notices to organizations and committees on a timely basis. Keeps minutes for Development Committee.
5. Processes donation and ticketed registrations for fundraising events according to department policies. Sends out acknowledgement or receipt letters and other correspondence for general donations and events in a timely manner.

- 6. Ensures contributions are entered into Donor Perfect accurately and consistently according to policy. Maintains accurate contributor donation and pledge payment records in database.
- 7. Manages budget versus actual income and expenses for each event, and prepares related financial statements to control costs and maximize net proceeds. Reconciles monthly deposited contributions with finance department. Produces financial and donor reports of varying complexity to monitor progress for internal and external audiences.
- 8. Maintains confidentiality in compliance with HIPAA regulations.
- 9. Assists Development Director as needed on other duties as assigned.

Educational Requirements: Bachelors degree (preference given to candidates with prior nonprofit and/or fundraising and development experience)

Physical Requirements: Entails ability to see, hear, and speak clearly. Includes extensive lifting, stooping, bending, carrying or climbing for events set-up & clean-up.

Experience: 3-5 years of fundraising experience preferred. Excellent written and oral communication skills, with the ability to plan, organize, and direct functions. Thorough working knowledge of personal computers to include, but not limited to, Microsoft Word, Excel, PowerPoint and web content management. Keen attention to detail and strong organization skills. Ability to analyze and problem-solve. Computer and mailing database software competent. Must maintain professional appearance and demeanor. Must be dependable, maintain an excellent attendance record and complete tasks with minimal supervision.

Approved by: _____ Date: _____
Executive Director/CEO