

## Diocese of Burlington: Development Specialist

The Diocese of Burlington is looking for a full-time Development Specialist to join the team. The Development Specialist provides assistance in the Development Office on all administrative tasks, projects and operations, including databases, (Raiser's Edge & Gabriel Soft databases) and special campaigns and appeals. This position is responsible for providing support for all capital and special campaigns, administrative support with magazine billing data, office supplies, mailings and events.

### Essential Duties and Responsibilities

- Administrative support with all mailings, addresses changes, parish registration numbers for magazine billing and managing office supply orders.
- For special/capital campaigns ensure that all campaign mailings are prepared and sent according to the campaign timeline.
- Gift entry and management.
- Database entry and maintenance.
- Run lists of prospective donors from the diocesan database regarding campaigns.
- Prepare gift acknowledgements.
- Assist with meeting preparations such as printing materials and contacting all scheduled meeting participants to remind them and confirm their attendance.
- Send campaign materials to pastors and parish administrators.
- Assist with event coordination such as sending invitations and making RSVP calls.
- Order the necessary materials for the campaign, such as envelopes, brochures, case statements, pledge cards, etc.
- Assist with pledge reminders in a timely fashion.
- Maintains spreadsheets and reports for various Department Heads to include Vermont Catholic Community Foundation; Development and Communication; and Finance Office.
- Submits to supervisor parish billing information for the magazine; maintains billing database for changes as needed.
- Provides customer service to all constituents by confirming receipt of contributions and fielding inquiries and complaints.
- Schedules interviews and meetings with perspective donors.
- Other tasks as assigned.

### Minimum Qualifications

To perform this job successfully, an individual must be able to fulfill each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual will be a practicing Catholic in accordance with Canon 874 §1, 3?, 4? of the Code of Canon Law.

To apply, please send your cover letter and resume to Danny Daniel, Human Resources, [ddaniel@vermontcatholic.org](mailto:ddaniel@vermontcatholic.org)