



## Development / Leadership Coordinator

Start Date: July 2024

Permanent, Full-Time, Based in D.C. | Salary Range \$61,000-\$72,000, 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:** NETWORK is seeking a Development / Leadership Coordinator, committed to the principles of social justice, who can provide exemplary support to the Development and Leadership teams that enables them to successfully advance NETWORK's mission, vision, and goals. 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 as well as tasks that require attention to context and relationships. 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 contribute to effective teamwork.

### You could be our next Development/Leadership Coordinator if you have:

- 3-5 years of progressive workplace-based experience
- Bachelor's degree preferred. Comparable life experiences, work in community organizations or as a volunteer, or entrepreneurial settings can be accepted as alternate qualifications
- 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 Salesforce experience a plus
- Experience with correspondence control and balancing speed with accuracy in high-volume data entry
- 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

### What you'll be doing:

- **Assist the offices of the Leadership Team (LT)**
  - Assist with LT schedules and calendaring
  - Represent the LT to others in phone and email communications
  - Respond to LT engagement requests promptly and review preferences of requesters with organizational realities
  - Assist the Leadership Team as needed. This may include work on board meetings, racial justice, finance, HR, or other organizational administrative work

- **Assist the Development Office**
  - **Gift Processing and Acknowledgment**
    - Enter, code, and track all checks and cash accurately using Salesforce database
    - Process credit card and Electronic Fund Transfer payments; including donations made over the phone
    - According to internal auditing protocols, copy checks, track daily batches, and assist in running financial reports and reconciling deposits
    - Run 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**
    - Update contact information and preferences in Salesforce according to member self-selection via donation reply slips, emails, phone calls, and returned mail
    - Record significant contacts with members in Salesforce to ensure data integrity and maintenance of relationships
  - **Donor Relations**
    - Respond to members' phone and email requests for information, and connects members to appropriate staff members for details and follow-up
    - Assist monthly donors with keeping credit card information up-to-date, and provide support with declined and incomplete donations
    - Coordinate donor recognition (thank you calls, cards, letters, etc.) with Development and Leadership teams, Board of Directors, and across the organization
- **Staff commitments**
  - Collaborate with Development and Leadership teams to increase member retention, growth and to advance NETWORK's mission
  - Participate in organizational activities: planning, evaluation, development and other activities as appropriate
  - Coordinate office support and supply ordering

**Benefits 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 have engaged in.

**Resume:** Attach a resume.

**Email:** Send materials to Sister Erin Zubal at [employment@networklobby.org](mailto: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.*