



Development Specialist

Please send resumes and cover letters to hannah.wallace@olmoutreach.org

Reports to: Executive Director

Location: Primarily Johns Island, SC 29455 and Occasionally Charleston, SC 29403

Salary: \$45,000-\$48,000/year

For over 30 years, Our Lady of Mercy Community Outreach has been committed to the community. We assist our neighbors in need, helping individuals and families achieve their desired path to success. We work to address the root causes of poverty and create systemic change by providing basic and emergency resources, education, job assistance and health services. Our holistic, case-management approach addresses the core aspects of a successful life and provides opportunities for generations of families to build sustainable skills and overcome barriers. We believe that everyone has the right to thrive.

Our Lady of Mercy Community Outreach is about community, inside and out. We welcome talent, innovation, compassion and enthusiasm for our mission and how we are changing the communities we serve. You'll find team members who are eager to team up and collaborate together. We are looking for a Development Specialist who wants to make a difference in people's lives every day and deepen our impact.

Job Description

This position specializes in the operations of the infrastructure that supports our fundraising and donor outreach efforts. The position will maintain our constituent database and ensure best practices for data entry, integrity and maintenance. This position will also work closely with the Executive Director to perform donor stewardship responsibilities including donor solicitation and prospecting, performing tours and presentations on behalf of the organization, enhancing community partnerships and supporting additional projects as needed. This position will also provide administrative support to the advancement team, as well as assist with communication, event coordination and support tasks as needed.

Job Requirements

- **Education:** Bachelor's degree
- **Experience:** At least two years of development and CRM experience

Qualifications/Skills

- Knowledge of and experience with Raiser's Edge or similar donor database preferred
- Proficient in Microsoft Office Suite
- Excellent verbal, interpersonal, writing and communication skills
- Excellent customer service approach and demeanor. Ability to interact with diverse groups of individuals.
- Highly organized with strong project management skills with the ability to prioritize, multitask and organize workload in a busy environment. Strong analytical and problem solving skills
- Strong administrative and time management skills. Keen attention to detail.
- Team-oriented with willingness to pitch in where needed

Core Values of the Organization

- Compassion - Serving with a spirit of charity, love and understanding.
- Inclusiveness - Committing to ensure diversity and acceptance of all people.
- Dignity - Treating individuals with respect and honesty in all situations.
- Empowerment - Achieving results through teamwork and partnership.
- Integrity - Conducting ourselves in a highly ethical manner and serving as good stewards of our resources.

Role-Specific Competencies

- Analytical skills
- Problem solving and flexibility
- Project management
- Being comfortable in a fast-paced, ambiguous work environment

Job Duties

Database Management:

- Manage the data entry and processing of all pledges, gifts and contributions.
- Ensure overall data integrity by establishing and enforcing standards for database and donor records, including data entry policies and procedures, tracking, and coding systems
- Prepare, track, print and mail all acknowledgement letters. Ensure the timely mailing of appropriate acknowledgements and tax reporting information
- Create and run queries and produce financial, analytical, and statistical reports on development activities on a regular or as-needed basis
- Assist with production and execution of appeals, campaigns, etc.

Donor Stewardship:

- In collaboration with the advancement team identify, perform donor research and prospect potential new donors and development and execution of stewardship calendar
- Oversee monthly giving program and develop strategy to increase participation and revenue
- Respond to donor inquiries and provide exceptional front-line service and support to donors and prospects
- Work with staff and volunteers build strong networks with the local community, businesses, churches, etc. to cultivate partnerships and to increase OLMCOS' visibility and brand awareness
- Provide tours of both facilities and presentations in the community for a variety of stakeholders as needed
- Attend work-related committees, community and organizational meetings

Advancement Administration:

- Coordinate Development Committee activities to include meeting management, documentation, regular communication, organization of records. Assist with oversight of reports for committee, leadership team and board of directors as needed
- Prepare management reports for the leadership and Development Committee.
- Inventory and tracking for all advancement team supplies
- Provide administrative support for advancement team and organization as needed
- Provide support for special projects, campaigns and other duties, as assigned

Schedule

Exempt, full time employee. Business hours are Monday through Friday, from 8:30 a.m. to 4:30 p.m. with an hour lunch break. Our standard work hours may vary based upon position requirements. Additional hours may be required during peak times, which may require an adjusted work schedule, and evening/weekend hours in order to meet deadlines. All work hours above standard hours must have pre-approval of the supervisor.

Benefits

Flexible schedule, Paid personal leave, 10 paid holidays, paid medical, dental, vision, life, AD&D, long term disability, 403B plan with matching contributions.

Physical Demands & Work Environment

Work is performed in a fast-paced and sometimes stressful, professional office environment with noise moderate levels. Position requires team member to effectively use a computer at a work station for long periods of time and to accommodate potentially frequent interruptions. Must be able to lift 15 – 25 pounds.

Our Lady of Mercy Community Outreach is an Equal Opportunity Employer

Our Lady of Mercy Community Outreach is committed to an inclusive workplace and is an equal opportunity employer. We do not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.