



3600 South Seeley Avenue, Chicago, IL 60609
www.amatehouse.org

Position Announcement for Development Coordinator

Basic Function

The Amate House Development Coordinator is responsible for coordinating the critical development and communications needs of Amate House. The development coordinator will work in conjunction with the executive director and the board of directors to successfully execute a fundraising, communications, and public relations marketing plan for Amate House in order to raise \$450,000.00 annually from individual donors, grants, special events, and other means to support Amate House.

Duties and Responsibilities

Fundraising

- Develops an annual repeatable fundraising strategy and calendar as well as a multi-year development plan in conjunction with the executive director and development committee.
- Assists in writing, implements, and manages all fund generating communications, including but not limited to appeal letters to general donors, alumni, organizations, parishes, and Friends of Amate House members.
- Identifies, cultivates, and solicits prospective donors to Amate House.
- Maintains contact with and develops proposals for current and future foundation and corporate grants.

Public Relations, Marketing, and Advertising

- Develops an annual and repeatable communications strategy.
- Develops public awareness and receptivity to the Amate House name and mission.
- Develops productive relationships with relevant members of local newspapers, TV, and radio.
- Assists in developing, writing, and editing Amate House's annual report, newsletters, and direct mail campaigns.
- Generates and manages mailing lists for all communications (written and electronic) related to direct mailings and organization-wide events.
- Oversees Amate House website and social media handles (Facebook, Twitter, Instagram, blog) with support from program staff.
- Coordinates special fundraising events, including but not limited to Amate Magic and Ales for Amate and works directly with board members and associate board members to ensure the success of these events.
- Assists with some program events including but not limited to: volunteer opening and closing Masses, Amate Thanksgiving, and Advent and Lenten fellow reflections.

Board of Directors

- Works with the board of directors, and the executive director to develop strategies to initiate and meet aggressive fundraising goals.
- Works with the staff and the board of directors to accomplish all goals established in the strategic plan.
- Provides a written development report for quarterly board meetings.
- Participates in and provides support to the board development committee.
- Assists the board with recommending and researching potential new members.

Development Office Infrastructure

- Maintains office system to support all development projects and operations including managing Amate House's CRM database, Bloomerang.
- Coordinates development research activities.
- Ensures timely and accurate entry and updating of all donations and information contained in the database.
- Creates and generates queries and reports through the database that support all Amate House operations.

Amate House Associate Board & Alumni Relations

- Manages and maintains the alumni contact information in the database.
- Manages e-newsletters and updates alumni webpage with Amate House events, job opportunities, professional development opportunities, etc.
- Assists in alumni events and collects news and information about alumni.
- Serves as the staff liaison to the associate board of directors:
 - Attends and facilitates monthly meetings of Amate House Associate Board
 - Records and reports on the associate board give/get goals every quarter
 - Collaborates with program staff and associate board to create meaningful programming for Amate House fellows and alumni

Qualifications

- Bachelor's degree is required; additional education and training a plus
- Post-graduate service experience preferred
- Two or more years of fundraising experience
- Strong organizational and time management skills
- Detailed oriented
- Demonstrated creative and critical thinking skills
- Excellent written and oral communications
- Ability to develop and maintain effective working relationships with board of directors, donors, and staff
- Be a self-starter who is able to work independently and in a team setting
- Computer proficiency and capacity to adapt to new technology is a must. Proficiency in Constant Contact and CRM databases preferred
- Demonstrate commitment to the mission of Amate House
- Comfortable working within and for a Catholic organization

Salary and Benefits

Salary is commensurate with experience. Amate House offers a comprehensive benefits package including health insurance and a 403b. Persons of color and those of all religious and other backgrounds are encouraged to apply.

About Amate House

Amate House is a year-long social justice leadership development program for college-educated adults between the ages of 21-29. Our program model includes full time service, faith formation, professional and leadership development, and community living. Based on their professional interests, Amate House matches young adult leaders with full time volunteer positions in non-profit organizations, schools, and ministries in Chicago's most under-resourced communities. These young people live together in an Amate House residence and receive faith formation based on Catholic Social Teaching and intensive leadership development programming.

Amate House's mission is to develop young adult leaders into life-long social justice advocates who serve their communities while deepening their faith. Ultimately, we aspire to build a more just and loving society through leadership development for the Church and the world.

In 1984, Amate House was established as a volunteer program for young adults by three seminarians from the Archdiocese of Chicago, along with other lay and religious men and women, with the objective of transformation through service. The founders chose the name "Amate," the Latin imperative *to love*, because they envisioned a program in which young adults would put *love into action*, and answer the call to holiness by providing support and service to fulfill the needs of the city and the Archdiocese of Chicago.

Reply to this Job Post

Please send resume and cover letter to Jeannie Balanda at jbalanda@amatehouse.org or 3600 S. Seeley Chicago, IL 60609.