

St. Joan of Arc Foundation
Job Description

Development Assistant

JOB STATUS: Part-time (25+ hours weekly) hourly wage, flexible schedule

REPORTING TO: Development Director, St. Joan of Arc Foundation

PURPOSE OF JOB: Provide administrative and data entry support to the essential operational functions of St. Joan of Arc Foundation.

Requirements:

- Ability to professionally and confidentially represent and effectively communicate as a skilled initial point of contact
- Detail oriented individual with proficient writing and verbal correspondence skills
- Bloomerang software or CRM software products; data management and report building experience
- Strong working knowledge of Excel, Access and Microsoft Office with finance and/ or accounting background
- Professional and/ or nonprofit website and media experience is advantageous
- Knowledge of Non-profit Organization/ Foundation Accounting, preferred but not required

Duties / Responsibilities:

- Continually updates donor records and files, maintaining accuracy within database in a timely manner
 - including pledges, donor /donation entries and necessary acknowledgements
- Maintains and prepares /builds reports from the database for the Development Director
- Professionally and confidentially represents and effectively communicates as a skilled initial point of contact to donors/ sponsors on behalf of St. Joan of Arc Foundation
- Produce written correspondence for acknowledgements, appeals, and stewardship
- Maintains/ organizes SJAF information and its documents in a disciplined manner
- Assist with projects as directed by the Development Director
- Other duties as needed

Organization Description:

The St. Joan of Arc Foundation mission is to serve as a catalyst of the Holy Spirit and leader encouraging philanthropy, channeling resources to meet the needs of the Bettendorf Catholic School, Church(es), Community and the surrounding area. The St. Joan of Arc Foundation serves its donors, parishioners, and citizens in the Bettendorf and greater Quad Cities area.

Applications accepted through email.

Claudia Meenan, IOM
Development Director

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