



Ave Maria Grotto of Our Lady of Lourdes

Capital Campaign and Project Administrator Job Description

Part time, 12-month contract

Working relationships

Reports To: AVE MARIA COMMITTEE CHAIRPERSON, Léo Roch

Collaborates with: Ave Maria Committee and Parish Administrator (Joanne Dupuis)

Position summary

The Ave Maria Grotto of Our Lady of Lourdes Project Administrator executes administrative support of capital project activities and major giving for the Grotto.

The Administrator applies good organizational and database management skills to ensure details are captured accurately for all activities and donations. Interacting with donors and volunteers respectfully and professionally in person, by phone, and in writing are expected. The administrator is a team player who works closely with the Ave Marie Committee to execute the operational and fund development plan for the Grotto.

Responsibilities

Administration of capital campaign

- Provide administrative support to the Ave Maria Committee and maintain effective day-to-day administration of the capital campaign and other duties as required
- Respond to inquiries from donors and others in person, on the phone, and/or in writing
- Receive and record donations, update the donor spreadsheet on a regular basis, deposit donations, and collaborate with the parish office administrator for tax receipts.
- Participate in phone calls to donors
- Prepare and print various types of correspondence; fold and stuff envelopes for mailings; coordinate mailing
- Assist with other responsibilities as assigned by Ave Maria Committee
- **IF we plan on creating an event:** Assist with planning and executing the event including confirming participants and guests, arranging for greeting, catering, and follow-up

Communications

- Collaborate with the Ave Maria Committee to ensure promotion of the Ave Maria Grotto of Our Lady of Lourdes and events on appropriate social media and other social media channels
- Create and distribute a newsletter electronically three times a year
- Update the grotto website on an intermittent basis

Volunteer management

- Act as the primary contact for volunteers wanting to support the Ave Maria Grotto of Our Lady of Lourdes activities
- Collect information on volunteers' abilities and skills
- Schedule volunteer activity including assigning responsibilities to volunteers for special events (i.e. Diocesan masses in August)
- Maintain communication to keep volunteers up to date on opportunities and progress of the Grotto of Our Lady of Lourdes projects

Core competencies

- Communication (*Clear verbal & written communication/Effective listening*)
- Interpersonal skills (*Social sensitivity/Approachability/Building and maintaining relationships*)
- Teamwork (*Sharing information freely/Asking for help/Flexibility to pitch in*)
- Open-mindedness (*Open to others' ways of approaching situations/Works with shared agendas*)
- Accountability (*Follows through on responsibilities and commitments/Reliable and dependent*)
- Confidentiality (*Maintains details appropriately/Shares sensitive information with appropriate parties*)
- Creative Thinking (*Sees opportunities for new ways of working/Brings a fresh perspective and identifies unorthodox approaches to situations*)
- Daring (*Being a self-starter and initiating activities/Challenges the status quo*)

Required skills & experience

- An organizational ability, attention to detail, and ability to manage timelines
- A donor service orientation demonstrated by the ability to anticipate, understand and respond to the needs and expectation of donors
- Experience writing and editing reports or documents including focus on grammar and punctuation
- Good knowledge of Microsoft Office programs (specifically Word, Excel and Desktop publishing program)
- Strong written and verbal skills
- If the Ave Maria Committee wants to create an event: Experience with event production from initial planning through execution and strategic post-event follow up
- Minimum three years' experience in a related work environment

Qualifications & education

- Experience in Administration, Communications and Fundraising

Working conditions

- 15 hours per week
- Position based out of Parish office or Home Office.
- Salary to be negotiated according to qualifications of individual applying.
- Evening and weekend work required at times for Ave Maria Committee meetings, special events and presentations
- Valid Class 5 Driver's license and access to a vehicle required to travel to occasional meetings, events and presentations

To apply

Please forward your cover letter and résumé to Léo Roch, Chair of the Ave Maria Committee, at rochleo28@gmail.com. The application deadline is Monday May 3rd, however the position will remain open until the successful candidate is found. To learn more about the Ave Maria Grotto visit <https://stmaloparish.ca/grotto>

