



**Job Title: Office Manager/Development Coordinator**

**Reports to:** Executive Director

**Status:** Full-Time

**Location:** Madison, WI

The ideal candidate is passionate about growing the mission of the Catholic Church, possesses and demonstrates a high level of professionalism and diplomacy, and exudes a positive, friendly demeanor. A desire for team play and an ability to coordinate and organize multiple office activities and projects is a must! The candidate should enjoy customer service and is comfortable communicating via a variety of mediums and platforms.

**Responsibilities**

- Manages day-to-day communications with donors and beneficiaries
- Manages administrative relationships with banks and investment advisors to maintain timely preparation of deliverables to staff, directors, partners, agents, and fundholders
- Manages internal customer service, including day-to-day correspondence and operations with partner and contract organizations
- Manages grant application and distribution process, including communication with applicants, staff, Grant Review Committee, and Board for approval and award
- Assists Marketing Manager with event planning, including working with outside vendors and coordinating event logistics
- Manages donor research and records maintenance
- Assists Marketing Manager with Foundation communications including drafting of letters, news articles, social media posts, and direct mail campaigns and solicitations
- Manages project tracking, organizational calendars, meetings, and follow-on actions including preparation and distribution of staff, committee, and board meeting minutes
- Conducts procedural management and docflow for admin activities including quarterly customer deliverables, fund establishment & distributions, and gift receipt & reconciliations
- Manages expense and invoice tracking, processing, and reporting
- Manages charitable gift receipt, acknowledgment, and monthly reconciliation
- Other administrative tasks delegated as necessary

**Qualifications**

- Bachelor's degree preferred in Business or Communications related field
- 1-2 years of applicable experience, preferably in a nonprofit environment
- Strong customer service and interpersonal skills and the ability to maintain confidentiality
- Proficient in Microsoft Office Suite
- Experience in CRM or databases is preferred
- Able to function in a multi-task environment, independently and within a team
- Demonstrated written, verbal, and organizational skills with great attention to detail (Writing samples will be requested during the interview phase)
- Ability to work occasional evenings and weekends, particularly for events

**Please submit your resume and cover letter to [cdmf@diocesemadisonfoundation.org](mailto:cdmf@diocesemadisonfoundation.org)**



## **Benefits**

- Salary: \$43,000 - \$48,000
- Signing Bonus
- 401(k), with 4% Employer Contribution, and 2% Matching Contribution
- Health Insurance (Medical, Vision, and Dental)
- Health Savings Account (\$1250-\$2500 annual Employer Contribution)
- Life Insurance & Long-Term Disability Insurance
- Paid Time Off, Sick Time Off, and 15 Paid Holidays Off
- Paid Maternity & Paternity Leave

Please submit your resume and cover letter to [cdmf@diocesemadisonfoundation.org](mailto:cdmf@diocesemadisonfoundation.org)