



**DOMINICAN FRIARS**  
PROVINCE OF SAINT JOSEPH  
DOMINICAN FRIARS FOUNDATION  
141 EAST 65TH STREET • NEW YORK, NY 10065-6618

## **Donor Engagement Coordinator**

**Dominican Friars Foundation**

**Location: New York, NY**

### **About the Position**

The Donor Engagement Coordinator supports the Dominican mission of preaching for the salvation of souls by providing operational support for our advancement efforts as well as providing administrative support for our Executive Director and other gift officers. He or she will help to foster a culture of donor-centricity in the office and will help to ensure that donors at all levels have a seamless experience in all communications and interactions with our office and with the Province.

Duties may include:

- Assisting with project management and event management for our donor engagement efforts, our itinerant preaching initiatives, and our Rosary Confraternity chapters
- Assisting with calendar management, time management, and travel arrangements for the Executive Director and other gift officers
- Assisting in the preparation of correspondence on behalf of the Executive Director and other gift officers
- Preparing for and setting up for meetings and other special events in the office
- Other duties as assigned

### **Qualifications**

#### ***Faithfully Catholic***

*Applicants must be practicing Catholics in good standing who assent to and profess the Catholic faith in its entirety as presented in the Catechism of the Catholic Church.*

- Passionate about the Dominican mission and charism
- Personal knowledge of the Dominican Friars or another religious community would be a plus

#### ***Team player***

- Strong interpersonal and communication skills and the ability to develop relationships of trust and respect with friars, colleagues, and donors
- Good work ethic with a continued willingness to learn and grow
- Eager to help other members of the team
- Willing to go above and beyond so that every donor has a positive experience

#### ***Strong performer***

- High IQ coupled with a high EQ
- Extremely organized and detail oriented
- Pleasant and effective communicator, especially via email and phone
- Must be able to anticipate needs and prevent problems before they occur

- Proactively seeks feedback on their performance and uses it to learn and grow
- Past experience with Salesforce or other CRM system would be a plus; ability to learn and master new software is quickly is required
- Basic graphic design skills or the ability to learn them would be a huge plus
- Bachelor's degree or equivalent work experience is required

## **Important Notes**

This position is full-time, salaried, with a full benefits package (including health and dental insurance, disability insurance, life insurance, a generous 403(b) retirement plan match, FSA, and commuter benefits), and requires that the candidate live within commuting distance of our offices on the Upper East Side of Manhattan. Due to the nature and responsibilities of this position, the work must be performed in the office; this position is not eligible for remote work on a routine basis.

The salary for an average candidate for this position will likely fall into the \$65,000 - \$70,000 range, but may be flexible for an exceptional candidate.

To apply, please email a resume and cover letter (including information about what prompted you to apply for this position) to Kelly at [kmcnamee@dominicanfriars.org](mailto:kmcnamee@dominicanfriars.org). Thank you for considering the Dominican Friars Foundation; we look forward to hearing from you.

## **About the Dominican Friars Foundation**

The Dominican Friars Foundation is the 501(c)(3) advancement arm of the Dominican Friars of the Province of Saint Joseph. The Foundation unifies the various fundraising efforts that support the Province. With the support of the Dominican Friars Foundation, the Friars work for the glory of God and the salvation of souls by building up the local and universal Church, bringing truth to college campuses, and evangelizing the nation.