



Working to end homelessness, one life at a time. THE CATHEDRAL CENTER

The Cathedral Center, Inc.
Position Description

Job Title: Database & Communications Coordinator
Reports to: Director of Resource Development
Salary Range: \$30,000 - \$32,000 annual salary
Benefits: Health, dental, and life insurance, 2 weeks paid vacation, retirement, paid holiday/sick leave, mileage reimbursement, supported training opportunities (internal/external).

Job Summary:

The database & communications coordinator is responsible for managing the overall database as well as print and electronic communications for Cathedral Center. The coordinator also provides general administrative support to Cathedral Center's executive, administrative, and resource development staff, specifically the director of resource development who oversees this position. Hours are primarily first shift and onsite Monday-Friday (8:30 AM – 5:00 PM). Additional hours may be required for staff meetings, team meetings and trainings – with specific schedules to be determined by the program directors.

Job Duties:

The following are key responsibilities of the database & communications coordinator. Additional duties may be assigned to ensure effective teamwork within Cathedral Center partnership.

1. Manage donor database through gift entry, gift acknowledgement, ongoing updates, mailing lists, and donor reports.
2. Develop and implement the agency's communication plan for print and electronic platforms, as approved by director of resource development, in a way that is consistent with the mission (website, e-newsletter, print newsletter, annual report, brochures, event materials, etc.).
3. Research new funding opportunities to support the agency's grant plan.
4. Assist with implementation of special events: solicitation support, tracking of donations and ticket sales, processing of acknowledgements, etc.
5. Serve as primary liaison for Do-It-Yourself, community-led fundraising and awareness events.
6. Support Friends of Cathedral Center, as needed.
7. Participate in community resource fairs and agency fairs, speak at on- and off-site events, and attend various fundraising or networking events on behalf of Cathedral Center, as needed.
8. Assist with coordination and management of in-kind donations.
9. Maintain required CPR and first aid credentials.

Skills and Qualifications:

The ideal candidate must be able to prioritize while remaining true to Cathedral Center's mission to provide a safe environment for women and families, while working to end homelessness one life at a time. Candidate must communicate professionally and pleasantly via phone and in person, be attentive to detail and be able to work effectively with the general public and diverse, vulnerable populations in a respectful and dignified manner. All Cathedral Center staff are expected to work effectively both independently and in a team environment, and to become familiar with and utilize a trauma-informed approach.

The candidate must have working knowledge of WordPress, Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook), Constant Contact, and various social media platforms (Facebook, Twitter, LinkedIn, and Instagram). The ideal candidate will have donor database management experience.

This position is open to all qualified internal and external candidates. Internal candidates must have reached six months of continuous employment at the time of application. Candidates must be able to sit, stand, stoop and walk for extended periods of time. Candidate must be able to ascend and descend stairs without assistance and be able to lift 40 pounds

Candidates for all paid and volunteer positions at The Cathedral Center must have been separated from services here for at least one year. All candidates for paid and volunteer positions at The Cathedral Center must be willing to have a background check conducted.