



Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

Phone: (250) 479-1331 ✆ Fax: (250) 479-5423

www.rcdvictoria.org

Job Posting: *Appeal Campaign Coordinator*

The Roman Catholic Diocese of Victoria is seeking a full-time Appeal Campaign Coordinator. We are looking for a long term employee with a strong financial and administration background along with excellent organizational and communication skills.

Duties & Responsibilities

- Facilitates planning and execution of an annual \$1 million fundraising campaign as well as creation of appropriate campaign literature content and messaging
- Oversees a donor database capable of generating reports to assist with all aspects of fundraising
- Develops and manages timelines for various campaign activities to ensure strategic plans and critical processes are carried out in a timely manner
- Works cooperatively with the Steering Committee to establish theme, goal and funding priorities
- Trains and assists leadership teams at the parish level
- Prepares and reconciles donations, tax receipts and thank you letters
- Provides assistance with internal Diocesan banking system, financial and software inquiries
- Provides assistance and oversight of parish budgets, financial statements and T3010 CRA returns

Position Requirements

- University Degree or College Diploma with 3 – 5 years of accounting or administration experience within a not-for-profit environment, or the equivalent education and experience
- Proven ability to coordinate, organize, initiate and complete tasks on a timely basis
- Excellent project management and time management skills with the ability to prioritize
- Good organizational ability and attention to detail
- Able to solve problems and practice good decision making
- Able to provide leadership and take initiative
- Excellent communication skills, both written and oral
- Proficient in MS Outlook, Excel, Word, PowerPoint
- Able to work independently and as a member of a team

Interested applicants are invited to submit a résumé and cover letter by March 23, 2018, to:

Roman Catholic Diocese of Victoria

Attention: Leah MacKenzie, CFO

1 - 4044 Nelthorpe Street

Victoria, BC V8X 2A1

Email: chancery@rcdvictoria.org

<http://www.rcdvictoria.org/employment.php>

Please note that only those short listed for an interview will be contacted.