



PO Box 4467
Washington, DC 20017

Advancement Coordinator Job Description

Organization: Council of Major Superiors of Women Religious (CMSWR)
Location: Washington, D.C., USA
Sector: Non-profit development, Marketing, Communications
Timeframe: June 2020
Status: Full time – 30 hours per week

The Council of Major Superiors of Women Religious (CMSWR) is a canonically approved organization founded in 1992 to promote religious life in the United States, seeking to provide a clear, stable and official channel through which major superiors can share the vision, principles, and directives of the Magisterium with regard to religious life. Serving the Church as a body of major superiors and their vicars from over 100 member communities, the CMSWR supports the particular charisms of its religious institutes and continually works for the ongoing revitalization of religious life and the new evangelization.

The Council of Major Superiors of Women Religious seeks an outgoing, self-motivated individual to assist with communicating CMSWR'S story and with managing the organization's relationships with donors.

Responsibilities:

- Develop written content to describe the work of CMSWR.
- Manage contact information and records for donor cultivation, solicitation, and relations. Discretion is a must!
- Maintain contact with and develop grant proposals for foundations and corporations collaboratively with the Executive Director.
- Work with the Executive Director and Board to develop strategies to initiate and meet fundraising goals.
- Work with existing office systems to support all Development projects and operations.
- Coordinate newsletter.
- Manage social media.
- Other duties as assigned.

Minimum Qualifications

Required Experience/ Knowledge/ Skills:

- Bachelor's degree.
- Candidate should be a Catholic in good standing and have a solid understanding of

- the Catholic faith.
- Passion for the issue.
 - Proficient skills with Microsoft Office.
 - Excellent interpersonal, both written and oral, communications skills.
 - Highly professional demeanor and diplomatic skills.

Desired Experience/ Knowledge/ Skills:

- Familiarity with fundraising tools and methods.
- Strong planning, organization, and decision-making capabilities; must be able to prioritize and manage multiple tasks simultaneously, resolve conflicts and solve problems with minimum supervision.
- Experience in graphic design a plus.

If interested, please send a cover letter and resume to: executivedirector@cmswr.org. No calls, please. We may not respond to all applicants. Thank you for your time and consideration.