



## **Resource Development Coordinator Department of Migration & Refugee Services**

### **Position Description**

This position has lead responsibility for identifying, researching, promoting, and pursuing resource development opportunities that result in new MRS grant funding in support of its mission priorities and various diocesan program and service networks. Serve as a technical grant writer in fulfilling MRS program and resource development goals. This position also supports the bishops' strategic plan for the Conference and demonstrates shared qualities of effectiveness in all work interactions.

### **Requirements:**

**Level of Education:** Undergraduate degree required; graduate degree desirable.

**Major Field/Specialty:** Management, marketing/fundraising, communications, public relations, grant management, social services, program administration, or related field.

**Other Specialized Training (i.e. word processing, personal computer, knowledge of Catholic Church, etc.):**

- Knowledge and understanding of Catholic social teaching and diocesan funding/structures.
- Proficiency in various computer software applications to include fund raising program and database applications, MS Office Suite, Excel, Adobe, and/or other comparable programs.
- Knowledge of public and private grant application processes and requirements.

### **Type and Nature of Professional Experience**

(Minimum of five (5) years of related experience, preferably in a non-profit, service sector environment.)

- Excellent research, communications, and organizational skills.
  - Creative, organized, flexible, team builder/player.
  - History of writing and editing effective and persuasive funding proposals both independently and as part of a team.
  - Strong commitment to teamwork and cooperative action, including ability to work collaboratively with peers, colleagues and others to achieve mission goals and objectives.
  - Varied experience working with federal government agencies, foundations, corporations, and/or other major donors.
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- Detail oriented and able to effectively prioritize and manage competing priorities.