

# THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

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The Catholic Center at the University of Georgia is seeking a part-time position of Development Coordinator.

## Job Description

The Catholic Center at UGA is seeking a part-time Development Coordinator to help advance our mission by supporting fundraising, donor relations, and community engagement efforts. This role is ideal for a detail-oriented, organized, and mission-driven professional who is passionate about Catholicism and development work.

## Key Responsibilities

- **Fundraising support:** Assist in planning and executing fundraising initiatives, including annual giving campaigns, donor appeals, and special events.
- **Donor relations:** Maintain donor records, track contributions, and provide timely acknowledgments.
- **Communications and outreach:** Support donor newsletters, email campaigns, and social media updates related to development efforts.
- **Event coordination:** Help organize fundraising events, alumni gatherings, and stewardship activities.
- **Grant research and reporting:** Assist in identifying grant opportunities and compiling necessary reports.
- **Community engagement:** Build relationships with donors, alumni, and local supporters to strengthen financial support for the Center.

## Qualifications and Skills

- **Mission-driven:** Passion for the Catholic Faith and the mission of The Catholic Center at UGA.
- **Fundraising/development experience:** 1+ years of experience in fundraising, donor relations, or nonprofit development preferred.
- **Organized and detail-oriented:** Ability to manage multiple projects and deadlines.
- **Excellent communication:** Strong writing and interpersonal skills for engaging with donors and stakeholders.
- **Tech-savvy:** Experience with donor databases, email marketing tools, and Microsoft Office/Google Suite.

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- **Event planning experience (preferred):** Ability to coordinate donor events and stewardship activities.
- **Grant writing (bonus skill):** Familiarity with grant applications and nonprofit funding sources is a plus.

## Details

- **Position:** Part-time staff
- **Hours:** 20–25 hours per week
- **Schedule:** Flexible
- **Location:** In person at The Catholic Center at UGA
- **Start date:** As soon as you are able

## Why Join Us?

- Be part of a mission-driven community that fosters faith and service.
- Gain valuable nonprofit development experience in a faith-based setting.
- Enjoy a flexible part-time schedule.
- Work closely with dedicated church leaders, students, and benefactors.

## How to Apply

If you are passionate about faith-based development work, we encourage you to apply! All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter to [bulletin@ccatuga.org](mailto:bulletin@ccatuga.org).