



Pregnancy Aid Clinic *Pregnancy Aid Clinic (PAC) is a faith-based non-profit medical clinic providing pregnancy and parenting support and advocacy for vulnerable women and families. Services include pregnancy tests, ultrasound exams, STI testing, client advocacy, fertility awareness education, parenting and life skills classes, free baby and maternity supplies, social service wrap-around support, and a post abortion spiritual healing program. PAC operates three clinics in Roswell, Forest Park and downtown Atlanta.*

Mission Statement: *Operating with the Catholic belief in the sanctity of life, PAC compassionately delivers services and programs created to lift up women, men and families during moments of uncertainty or grief, through a journey designed to reveal their own dignity and claim their own future.*

Position: Development Coordinator

Classification: Full-time, Non-Exempt

Reports to: Development Manager

Employee Type: Full time

Summary/Objective:

The Development Coordinator provides direct support to the Development Department to help ensure the overall success of fundraising campaigns, programs, and events. The Development Coordinator supports the organization's receipting process through transaction entry, account monitoring and reconciliation, and audit support. The position works as a member of a team and is responsible for processing donations and plays a lead role answering questions and resolving problems related to cash and revenue entries. The Development Coordinator actively uses PAC's CRM, fundraising system, and Excel in daily work and is comfortable with technology and working in a dynamic, fast paced environment. The position will also assist in donor recognition, stewardship, development and implementation of events, community relations and assistance with marketing of the programs, services, and fundraising opportunities, and any activities related to the Development Department.

Essential Functions

- Process all gifts and receipt acknowledgement including, but not limited to credit cards, checks, cash, online donations, stocks, and gift-in-kind.
- Generate and track acknowledgement, PAC Drive certificates, and tribute letters for all gifts.
- Coordinate with development team to ensure accurate list management and reporting, including recurring gifts, lapsed donor reports, direct mail correspondence, solicitation codes, and mail merges.

- Provide administrative support to the Development Department, including but not limited to, letters of intent, proposals, matching gift requests, PAC Drives, parish outreach, third party processing, grant reports, pledge and payment reminder and other mailings.
- Accurately input all fundraising income, reconcile accounts monthly against the Manager of Finance's monthly income report.
- Maintain all records in the CRM database system to efficiently ensure accuracy, data integrity, and timely reporting to meet the needs of the department.
- Manage and respond to calls, inquiries, and/or emails from donors and community constituents in a timely manner.
- Manage constituent programs (e.g. Knights of Columbus ASAP), creating and sending out communications throughout the year, processing donations and matching gifts, responding to receipt requests and program information.
- Coordinate program logistics with local parishes in the Archdiocese, when needed.
- Additional duties may be assigned, and functions may be modified, according to business necessity.

Competencies

- Passionate about, and expresses full agreement with PAC's mission and purpose.
- Complies with the highest standards of ethics and responsibility pertaining to client confidentiality, client care, medical and clinical policy compliance.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments, and actively participate in team-based projects.
- Keep mission-critical processes running smoothly, investigating and troubleshooting, resolving data issues, creating new and innovative ways of working.
- Proficient in Microsoft Office Suite applications and ability to learn and manage department-specific software.
- Excellent time management and leadership skills.
- Experience with reconciling established budgets.
- Proven ability to work effectively in a team environment.
- Excellent verbal and written communication skills.
- Strong organizational skills, accuracy, attention to detail, critical thinking skills.
- Ability to organize time and manage diverse activities to meet deadlines, while maintaining a commitment to excellence.

Apply:

Send cover letter and resume to Cynthia Granger at cgranger@pregnancyaidclinic.org.

PAC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national or ethnic origin, age or disability.