



JOB DESCRIPTION

Job Title: Donor Engagement Coordinator

Ministry: Marygrove and Good Shepherd Children & Family Services

Reports To: Senior Director of Philanthropy of Marygrove and Good Shepherd

Date: July 1, 2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

The Donor Engagement Coordinator supports the fundraising efforts of both Marygrove and Good Shepherd Children & Family Services, two ministries of Catholic Charities of the Archdiocese of St. Louis, through a shared philanthropy structure. This role focuses on managing and growing mid-level donor portfolios, driving donor acquisition and retention strategies, supporting fundraising events, and cultivating meaningful relationships with supporters across both ministries.

Additionally, the Donor Engagement Coordinator leads donor stewardship efforts and cultivates corporate and parish partnerships, including the coordination of on-site tours and personalized donor engagement experiences to deepen relationships and demonstrate impact.

The individual in this role must demonstrate strong communication and interpersonal skills, with the ability to build meaningful relationships with donors, stakeholders, and community members. The position requires flexibility, a collaborative approach, and the ability to work effectively in both professional and client-facing environments. A genuine passion for the missions of Marygrove and Good Shepherd is essential, along with the capacity to represent the organizations with warmth, professionalism, and integrity.

OVERVIEW & RESPONSIBILITIES

Mid-Level Donor Engagement (Marygrove & Good Shepherd)

- Manage a portfolio of mid-level donors (typically \$250-\$5,000), cultivating, soliciting, and stewarding gifts through personalized communication, meetings, and experiences.
- Develop and implement strategies to move donors through the pipeline towards increased engagement and giving.
- Lead donor engagement and gift cultivation that directly supports the annual #Safe4ANight campaign by securing matching gifts and early commitments from mid-level and major donors and spearheading the campaign day activities.



- Track all donor interactions in Raiser's Edge and prepare reports to assess portfolio performance and identify opportunities.

Donor Stewardship & Corporate/Parish Engagement (Marygrove & Good Shepherd)

- Lead stewardship efforts including customized thank-you touchpoints and impact reporting.
- Cultivate relationships with corporate and parish partners to secure financial support, in-kind gifts, and volunteer support.
- Manage third-party fundraising relationships, including key partners like Keeley Cares, to support Good Shepherd's Dodgeball Tournament and ensure alignment with mission goals.
- Coordinate and conduct on-site tours and engagement opportunities to connect donors with the mission and programs.
- Represent Good Shepherd and Marygrove at community engagement events and off-site donor opportunities, as needed.

Christmas for Kids and April Showers (Good Shepherd)

- Lead the planning and execution of these two initiatives, ensuring all youth and programs are included by securing and stewarding community-based support through drives, collections, and volunteer partnerships.
- Collaborate with staff and youth to identify individual and group gift needs and wishes.
- Solicit and engage community donors to fulfill wish lists for children, cottages, and campus needs.
- Coordinate all donor communications, collection logistics, and scheduling of gift drop-offs.
- Oversee sorting and organizing of donated items to ensure accurate and timely distribution.
- Maintain a high level of organization and care to create a meaningful and joyful holiday experience for every child served.

Additional Responsibilities

- Provide support for accurate and timely data management in Raiser's Edge.
- Provide support for fundraising events across both Marygrove and Good Shepherd.
- Perform other related duties as assigned by the Senior Director of Philanthropy to support the missions of both ministries and to ensure the effectiveness of the philanthropy department.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

- Bachelor's degree in a related field (such as business, communications, nonprofit management, public relations) required; an equivalent combination of education and relevant experience will be considered.
- 2-3 years of professional experience in philanthropy, donor relations, or related area.
- Experience working in a mission-driven environment with diverse audiences is a plus.

SKILLS & COMPETENCIES REQUIRED

- Exceptional verbal and written communication skills, including comfort with public speaking and the ability to tailor messaging for various audiences.



- Highly organized with proven ability to manage multiple projects simultaneously while meeting deadlines in a fast-paced environment.
- Excellent attention to detail and accuracy in carrying out tasks.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); comfortability using electronic communication tools, including email and internet-based applications.
- Strong collaboration and interpersonal skills with the ability to work effectively across teams and with external stakeholders.
- Professional, approachable, adaptable, and self-motivated.
- Flexibility to work occasional evenings and weekends during peak events or campaign periods.
- Completion of Safe Environment Training – *Protecting God's Children*, as required by the Archdiocese of St. Louis.
- Genuine commitment to the missions of Marygrove and Good Shepherd Children & Family Services and an understanding of the broader mission, vision, and values of Catholic Charities of the Archdiocese of St. Louis.

RESOURCES FOR WHICH ACCOUNTABLE

- Mid-level donor portfolios for Marygrove and Good Shepherd.
- Donor stewardship activities and in-kind donations
- Confidentiality and appropriate handling of sensitive donor and organizational information.
- Project timelines, tools, and workflows to ensure timely and strategic execution.

Incumbent's public positions and values must be in full agreement with those of Catholic Charities and the teachings of the Catholic Church.

EMPLOYEE SIGNATURE

DATE

HR REPRESENTATIVE SIGNATURE

DATE