



Are you looking to make a difference in the lives of others? Do you want to become part of a diverse and talented team of social service professionals? If so, St. Mary's Home for Children is looking for you!

Development Coordinator

- Annual Salary-\$38,400
- Full-time position-40 hours per week
- COVID-Vaccination required
- 24 PTO days per year
- Eleven paid holidays
- 403(b) Retirement Plan
- Blue Cross Blue Shield of RI-Healthmate Coast to Coast (health/dental/vision)
- SMHFC pay 75% of the cost for health care for full-time staff
- No referral needed with BCBSRI Healthmate
- Health Reimbursement Arrangement (pre-loaded-\$2000 individual/\$4000 family which you can use toward your deductible)
- Low prescription co-pays
- Low co-pays for doctor visits
- Flexible Spending Account (FSA)
- Free Life Insurance up to annual salary
- Aflac Insurance Eligible
- Tuition Reimbursement
- Longevity Bonus for years of service
- Employee Referral Program-\$250.00 for referring a friend to SMHFC!

Responsibilities and duties for SMHFC Development Coordinator

- Database management.
- Assist the Development Director with all department and/or agency correspondence and mailings (including queries and mail merges).
- Manage gift processing and gift acknowledgements utilizing Raiser's Edge.
- Process financial reports and queries as needed by the Development Director.
- Prepare gift deposit for the Finance Department.
- Assist the Development Director with all Marketing & Communications:
- Assist the Development Director with the coordination and execution of all agency special events

Qualifications: Undergraduate degree or experience in public relations, fund development, or related field. Computer literate in Microsoft Office and/or Raiser's Edge preferred. Strong verbal, written, communication and organizational skills. Public speaking skills a plus. Desire to take ownership of the position and ability to work independently and within time constraints.

American Disabilities Act Requirements:

Essential Functions

Ability to lift 25 lbs

Equal Opportunity/Affirmative Action Employer

Bilingual candidates encouraged to apply