

Donor Engagement Coordinator

SUMMARY OF POSITION

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.

KNOWLEDGE AND EXPERIENCE

- 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 AND ABILITIES

- 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.

CONTACT

To apply, please submit your resume to Abbey Ross at aross@gsstl.org.