

Job Posting

Development Assistant

About Us

Daylesford Abbey — a Norbertine community of Catholic priests and brothers — is an oasis of peace in the lovely Chester County countryside. We live a common life through contemplation, common prayer and active service to the local Catholic community through preaching, teaching, parish work, social services, retreat ministry and so much more.

Position

The Development Assistant works with the Development Director to support the mission and programs of Daylesford Abbey, by creating, cultivation and sustaining relationships with donors. The Development Assistant is responsible for assisting with all strategic fundraising efforts (i.e. event planning, written communications, phone calls, mailings, gift acknowledgements, and database management).

Responsibilities

- Develop solicitation strategies for donors, fundraising events and campaigns
- Assist in securing new and renewed gifts
- Ensure donor recognition and accurate donor lists
- Manage online contributions and acknowledgements (via PayPal)
- Process credit card payments
- Database management related to donor interactions
- Assist with event planning and implementation
- Coordinate Annual Giving Appeal
- Managing calendar and scheduling
- Assist Abbey's Vocation Team with inquiries from discerners to religious life
- Other duties as assigned by Director of Development

Qualifications

- Interest and desire to participate in and support the mission of Daylesford Abbey
- Interpersonal skills and relationship building competencies
- Excellent verbal and written skills as well as organizational skills and attention to detail
- Ability to be self-motivated, disciplined and problem-solve
- Experience in capital/event/project management preferred
- Ability to manage multiple projects and assignments
- Ability to work with a wide diversity of individuals
- Strong computer skills, including Microsoft Office, Blackbaud Raiser's Edge (or other CRM database/software)

Schedule

- Monday to Friday
- Some weekend availability

Education

- Bachelor's (Preferred)

Experience

- Fundraising or Related Experience: 3 years (Preferred)

How to Apply

- Send Resume and Cover Letter to Fr. John Joseph Novielli at jnovielli@daylesford.org