



## **DEVELOPMENT & MARKETING COORDINATOR (*Full-Time*)**

### **SISTERS OF SOCIAL SERVICE, ENCINO, CA**

#### **The Opportunity**

The Development & Marketing Coordinator for the Sisters of Social Service (SSS) will support the Director of Development, the Communications Coordinator and the SSS leadership, including the General Director and her Leadership Council, assisting with all aspects of the organization's professional development and creative sector. This important role will provide needed support for this group of Catholic Sisters who have dedicated almost 100 years to helping impoverished people living on the margins in many local and global communities.

As a key part of the Development Department, the Development Coordinator will partner with a team of passionate, dedicated Sisters, their support groups, and the community to secure funding for Holy Spirit Retreat Center, Regis House Community Center, the SSS Retirement Villa and many other ministries that meet the needs of those living on the margins.

#### **The Mission, History and Works of the Sisters of Social Service**

The Sisters of Social Service is a religious community of women whose focus is to share in the social mission of the Church by embracing the many needs of society arising from social, religious, economic, environmental, cultural and civic inequalities.

Sr. Frederica Horvath emigrated to the U.S. from Hungary, founding the Sisters of Social Service in Los Angeles in 1926. The SSS ministries addressed the needs and challenges of those struggling individuals and families living in poverty. The SSS has always had a special emphasis on women and children living on the margins. In 1963, the Sisters began ministries in Mexico and Taiwan, and in 1994, expanded their works to serve the people of the Philippines, as well. Currently the Sisters work in these countries, as well as Canada, and are connected in mission and charism to the International Federation of the Sisters of Social Service, whose 300+ members improve the lives of people in need throughout the world. Specifically, the Sisters of Social Service:

- Provide direct service to community centers, camps, shelters, private practices, and other non-profits
- Support local communities and organizations to empower individuals and transform society
- Work to create systemic change by educating people about the realities of the poor and advocating for structural change

#### **Daily Job Responsibilities**

- Will report directly to the Director of Development, with a dotted line reporting structure to the General Director of the Sisters of Social Service
- Will provide administrative support to the Development Department in all areas, so as to help reach short and long-term development goals including but not exclusive to:
  - Management and database entry of all donations/income
  - Managing thank you letters and general correspondence for all contributions
- Will assist the Communications Coordinator to build and manage a positive social media presence in order to promote the community and its works
- Will collaborate with Director of Development, General Director, staff and support groups with fundraising projects, events and donor campaigns
- Will assist the team with technology efforts (i.e. Zoom set-up, livestreaming, filming, etc.)
- Generate donor queries, income and budget reports, and data exports as requested
- Respect confidentiality, security and quality controls of donor records and information

#### **Faith Community**

- Uphold and model a moral code consistent with the mission of the Sisters of Social Service

- Help to ensure that all marketing, communication, recruitment and enrollment management programs, practices, and materials reflect the mission of the Sisters
- Have an open mindset and compassionate view of the world

### **Key Qualifications**

Seeking an innovative, enthusiastic and independent administrator who has keen knowledge of non-profit development practices and database management skills.

#### **Candidates must:**

- Understand and support the mission, ministry and organization of the Sisters of Social Service
- Have a minimum of a Bachelor's degree
- Have a minimum of four (4) years' experience working in a non-profit setting
- Have a minimum of four (4) years working in fundraising/development
- Bi-lingual capability is highly important (English/Spanish)
- Be a collaborative team player who gets along well with all types and levels of people in a professional and approachable manner
- Possess excellent writing and editing skills/with possible samples for interviewers to review
- Possess extreme attention to detail and ability to balance multiple tasks
- Able to work independently, earning the respect and confidence of the Director of Development, the General Director and the Sisters

#### **Preferred Qualifications:**

- Ideal candidates will be professional and courteous, flexible and creative, recognizing tasks to be done without being asked, and available to work flexible hours as needed to reach goals
- Previous experience in faith-based development or event-planning ideal, but not required
- Knowledge of fundraising/communications databases, ideally DonorPerfect, Network for Good and Constant Contact
- Savvy with creating, writing and posting pertinent information on a variety of social media outlets
- It is preferred, but not required, that the applicant be a Roman Catholic and/or have a familiarity with the Church

### **Benefits**

- Competitive Salary
- Full medical benefits
- Retirement Plan available after one year's employment
- 2 weeks' vacation and all major holidays, plus many Catholic Church holidays
- Paid sick leave
- Flexible work schedule and casual office atmosphere

### **How to Apply**

***If you believe you are qualified and are interested in applying for this position***, please send your resume and a cover letter expressing your interest, your qualifications, and how they have prepared you to be effective in this role to:

**Mary Hatton, Director of Development  
Sisters of Social Service  
4316 Lanai Road, Encino, CA 91436  
mhatton@sssla.org**