



ICMC, Inc.
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Position Description: *Development Officer, Donor Relations*

Background

ICMC is an international Catholic organization with a mission to serve and protect uprooted people including refugees, internally displaced persons and migrants, regardless of faith, race, ethnicity or nationality. ICMC responds to the challenges of people on the move and their communities, implementing and advocating for rights-based policies and durable solutions through our worldwide membership of Catholic Bishops Conferences, and alongside government and non-governmental partners. While the ICMC headquarters is located in Geneva, Switzerland, ICMC has a liaison office in Washington, DC and a development/fund-raising office in Boston, Massachusetts, in addition to the many field and liaison offices in over 40 countries around the world.

ICMC's Boston office is seeking a *Development Officer: Donor Relations Coordinator* to contribute to ICMC's overall fundraising strategy in the United States. The ideal candidate will be a team player who is able to work in a small office in support of a growing team.

The *Development Officer: Donor Relations Coordinator* will report to the President of ICMC, Inc. and will perform the following duties:

Coordinate Major Gifts (MG) Program

1. Identify potential Major Gift donors from current data base and among new donors;
2. Initiate and maintain appropriate contacts with potential and ongoing major donors, as appropriate;
3. Expand, monitor, and revise the MG program at ICMC, Inc., as necessary;
4. Work with Development Associate to set database DB fields appropriate for Major Gift monitoring;
5. Use Donor-Search Program to identify and cultivate MG prospects;
6. Move donors through "Moves Management continuum";
7. Engage the President of ICMC, Inc., to make calls or requests of MG prospects, as appropriate.

Oversee the Direct Mail Strategy, Timeline, and Relationship with Vendors

8. Develop an annual master plan and schedule with external vendors (including direct mail, acquisition, and caging vendors) and monitor the achievement of deadlines, including purchase/exchange of lists for new acquisition mailings;

9. Strategize with Direct Mail vendor on appropriate themes and designs for direct mail packages and special mailings (for holidays, special appeals, etc.);
10. Engage staff and copy editors for first drafts of mailings and collaborate with the President on necessary changes and edits;
11. Supervise the Development Associate, with special attention to update and analysis of the data base, preparation of data base for each mailing and acquisition package, and fulfillment of deadlines to facilitate the vendor's finalization and mailing of donation request letters and newsletters in a timely manner;
12. Manage and expand Monthly Giving Program.

Maintain 1951 Founders' Circle (FC) Program

13. Acknowledge all Founders' Circle gifts;
14. Manage FC mailings;
15. Collaborate with Development Officer for Outreach to Private Sector Donors and Foundations and External Relations to develop fundraising brochures, mailings and pledge cards, impact statements;
16. Create meaningful contact with FC members

Other Responsibilities:

1. Assist in planning of, and logistical support to, ICMC, Inc. Board and other relevant meetings, as needed;
2. Fulfill coordination and administrative responsibilities, as assigned.

Reports to: The President of ICMC, Inc.

Required Education, Background, and Experience

- Excellent understanding and experience with Direct Mail solicitation and maintenance of relationships with Direct Mail and other relevant vendors;
- Minimum 5 years of experience working in non-profit development in a major gifts environment;
- Significant and successful experience with personal solicitations of gifts, in excess of \$5,000, and managing a portfolio of at least 100 major gift donors;
- Understanding of and commitment to the mission of ICMC;
- Basic understanding of and respect for Catholic values and principles underlying ICMC's humanitarian and advocacy activities;
- Outstanding interpersonal, oral and written communication skills;
- Exceptional leadership and diplomatic skills;
- Capacity and skills to use data base programs and other relevant software programs;
- Ability to manage and prioritize multiple projects;
- Strong sense of fundraising ethics and respect for confidentiality of donor information;
- Knowledge of the Catholic donor community is helpful;
- Ability to work effectively in a small team environment;
- Ability to work effectively with leadership and staff of parent organization, ICMC based in Geneva, Switzerland;
- B.A./B.S. degree; advanced degree preferred.