



Development & Administrative Support Coordinator

Location: Dismas Ministry Office, Alverno College Campus – Milwaukee, WI

Employment Type: Part-Time (with potential for growth)

Position Overview:

Dismas Ministry is seeking a mission-driven, detail-oriented, and highly organized individual to serve as our Development & Donor Relations Coordinator. This position supports the heart of our day-to-day operations: processing donations, managing donor communications, maintaining our constituent database (Network for Good), and assisting with resource fulfillment and ministry outreach. This role is ideal for someone who thrives behind the scenes and finds meaning in supporting the spiritual outreach of a Catholic nonprofit ministry serving incarcerated individuals nationwide.

Key Responsibilities:

Donation & Donor Support

- Process incoming donations by mail and online
- Maintain accurate donation records and contact information
- Generate timely thank-you letters and donor acknowledgments
- Assist with donor tracking, campaign updates, and special giving initiatives
- Ensure compliance with relevant donor communication and acknowledgment guidelines

Database & Records Management

- Maintain and update the ministry's donor and contact database
- Monitor for duplicate or outdated records and perform regular clean-up
- Assist with monthly and quarterly reporting on giving and engagement

Mailings & Communication

- Coordinate the preparation and mailing of donor packets and welcome letters
- Track and document mailings to ensure consistency and follow-through
- Assist with ongoing communication to supporters and ministry contacts

Resource Fulfillment Support

- Assist with processing and fulfilling orders for faith-based materials

- Help track inventory and manage special resource requests from chaplains and volunteers
- Support communication with vendors and partners as needed

Special Projects & General Support

- Participate in special outreach or development campaigns
- Assist with donor research and preparation of materials for events or board meetings
- Provide administrative support to the executive team as needed

Qualifications:

- Strong attention to detail and organizational skills
- Comfort with data entry and tracking systems (experience with CRM/donor databases preferred; NFG a plus)
- Familiarity with Catholic values and the mission of Dismas Ministry or willingness to learn
- Proficiency with Google Workspace, Microsoft Office, and Gmail
- Ability to maintain confidentiality, especially with donor and financial data
- Strong written communication and interpersonal skills
- Ability to multitask and manage recurring responsibilities and special projects
- Experience working or volunteering in a nonprofit or faith-based setting a plus

Hours & Compensation:

- Approximately 20 - 30 hours per week
- Flexible scheduling during standard office hours (Wednesdays required for order fulfillment coordination)
- Hourly wage commensurate with experience (Average \$20 - \$25 per hour)

To Apply:

Submit your resume and a brief cover letter describing your interest in this role to Juliann Joerres, Executive Director at juliann.joerres@dismasministry.org.

Applications will be reviewed on a rolling basis until the position is filled.