

The National Association of the  
*Catechesis of the Good Shepherd*  
United States

7655-A Main Street, Scottsdale, AZ 85251  
480-874-3759  
[www.cgsusa.org](http://www.cgsusa.org)



Application: [www.cgsusa.org/leaven.aspx](http://www.cgsusa.org/leaven.aspx)  
Contact: [volunteercoordinator@cgsusa.org](mailto:volunteercoordinator@cgsusa.org)

## Position Title

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CGSUSA Donor Thank You Coordinator

## Purpose and Impact

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CGSUSA receives donations from 200-300 members and friends annually. Help us care for these generous people with timely thank-you's, updates on the impact of their gifts, and ongoing contact by staff and board members. THIS IS NOT A FUND-RAISING POSITION.

## Scope of Work & Project deliverables

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Create and implement a Donor Care Program:

- Track/report incoming donations (using access to CGSUSA database)
- Create donation report updates on demographics of donors
- Generate appropriate thank-you's (how, who, when)
- Create a contact plan and timeline for follow-up communication (what, when, who, how)
- Generate content for communicating impact of donations

## Skills & Attributes

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Excellent oral and written communications skills  
Project management & organizational skills  
Storyteller and creative thinker  
Collaborative worker, enjoys building relationships  
Willingness to learn and tell the CGSUSA stories

## Timeframe/schedule

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5 hours/week, flexible hours. We envision this as a 3-6 month project and would like to fill the position by January 1, 2016. Attendance at occasional committee meetings via conference/video calls.

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## Work Space

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Volunteer will be given training on and access to eTapestry for donor records. Onsite office space is available at the National Office in Scottsdale, or you may wish to work from home and take advantage of occasional Skype meetings or conference calls.

## Work Environment

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We are a joyful group of colleagues in a casual but professional environment. We are spiritually-oriented, we love celebrations, and we enjoy sharing our mission and vision with visitors through sincere hospitality.

Volunteer will work closely with the national office staff and Board Liaison for Development. Volunteer will be supervised by Board Liaison for Development and participate in Development Committee meetings.

## Motivators and Benefits

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CGSUSA offers many benefits to our volunteers including: national acknowledgement and exposure through our website; local professional development and networking opportunities; participation in diocesan stewardship gatherings; a complementary one-year membership in CGSUSA with a copy of our 2015 publication, Like Leaven; a discount on catechist formation courses; invitations to CGSUSA events and retreats and our annual Thanksgiving volunteer celebration, along with inclusion in regular office celebrations.

The Donor Thank You Coordinator will have the opportunity to be creative in caring for CGSUSA donors.