



CATHOLIC CHARITIES
Diocese of Arlington

MIGRATION AND REFUGEE SERVICES

Resource Development Coordinator

Employment Status: Full-Time

The Resource Coordinator is responsible for the procurement, stewardship, and distribution of donations for all new refugee arrivals, Match Grant clients, and clients enrolled in other MRS programs. The goal of the Resource Coordinator is to increase donations and enhance service delivery by making resources available to staff and to clients. The Resource Coordinator helps support MRS policies and programs by conducting outreach to parishes and donors for cash and in-kind donations, securing housing and storage space, and assisting with proposal writing. The Resource Coordinator must be able to liaise with staff, clients, donors, and volunteers to achieve programmatic goals.

Competencies Required

- Excellent communication skills, speaking and writing; able to work well with agency staff and externally with parishes, faith-groups, and donors; represent Catholic Charities and MRS at conferences, trainings, and meetings in the community. Also must be able to communicate effectively with clients who speak little or no English.
- Proactive team member, willing to take on multiple roles and provide support to other office programs.
- Must be willing to collaborate with staff and volunteers on day-to-day improvements of program and large-scale community engagement and volunteer projects.
- Ability to identify resources keeping in mind budgetary, direct service needs, storage space limitations, or time and cost-effectiveness issues.
- Able to coordinate the procurement and delivery of donations with minimal day-to-day supervision. Should be able to work independently when needed and may also seek guidance from supervisor. Strong logistical planning skills needed.
- Must attend regular meetings and case consultations and provide resettlement staff with continuous status updates concerning the availability of resources as well as assist management with periodic projections and reports.
- Basic IT skills for recordkeeping, report writing, and proposal submissions.
- Strengthen existing relationships and create new ones within the community and successfully market the refugee program to the public.
- Language proficiency in an additional language, especially Arabic, Dari, or Spanish desired, not required.

Job Responsibilities

- Identify current and future material needs for newly arrived families, coordinating with case managers and U.S. Ties to meet or exceed the State Department requirements.
- Provide appropriate donations for seasonal weather, babies and infants, and clients with disabilities or special needs, when needed.

- Establish relationships with donors; identify and maintain strong communications with key contacts and donors including: Churches and pastors, community and faith-based groups, and local businesses; disperse gift acknowledgements.
- Organize seasonal, regular, and annual donations from local businesses and organizations.
- Coordinate and monitor donations and the storage of items. Will be responsible for the upkeep and oversight of the MRS Warehouse.
- Identify safe, sanitary, and affordable housing options for clients; be able to communicate the needs of clients to landlords.
- Conduct funding research as needed and assist with preparation of proposals.
- Maintain confidentiality.

Documentation and Reporting

- Report to Program Director for supervision and submission of statistics and required data.
- Track and document cash and in-kind donations; provide updates for Program Director.
- Complete R&P documentation to include case notes, client in-kind and cash donations for case file, R&P home safety inspection report, and R&P supply list within 30 days of arrival.
- Prepare files for internal and external audits as needed or requested by supervisor.
- Contribute to quarterly reports for Catholic Charities.
- Maintain donor database and records of correspondence.

Requirements

- Must be able to lift and carry 50+ lbs.
- Must be comfortable operating 12-passenger vehicles and moving trucks.
- Willing to be trained on and operate a forklift.
- Willing to work night and weekend hours.

Please note: Applicants must possess a valid driver's license, have a good driving record, and be willing to transport clients in agency vehicles.

To apply, send résumé, cover letter, and salary requirements to jobs@ccda.net.