



Friends of Campos

Friends of Campos is seeking a **Development Officer**.

STARTING DATE: March 1, 2023

PART-TIME (10-15 Hours Weekly, remote/work from home)

STARTING SALARY: Starting from \$18,000

CONTRACT: Fixed-Term (1 Year) Renewable

APPLICATION DEADLINE: January 30, 2023

Friends of Campos, a 501c3 not for profit corporation is seeking to hire a Development Officer who loves the Tradition and Traditional Mass of the Catholic Church, is self-motivated, mission driven, eager to help grow a new project and has experience with social media, fundraising, and has strong written and oral communication skills.

THE COMPANY: Friends of Campos, Inc. is a US-based not-for-profit (501c3) which supports the social and educational projects of the Personal Apostolic Administration of Saint John Mary Vianney, most of which are located around the diocese of Campos dos Goytacazes in the state of Rio de Janeiro, Brazil. The Personal Apostolic Administration was erected in 2002 by the Holy See by the decree *Animarum Bonum* to conserve the liturgical, doctrinal and cultural traditions of the Catholic Church, in full communion with the Magisterium.

JOB SUMMARY: The Development Officer will assist other members of the nonprofit's board with fundraising-related tasks, such as raising awareness through social media and the press; growing donor base and encouraging donations; maintaining and improving the donor database; maintaining donation accounting; and streamlining the internal communications and workflows.

SKILLS REQUIRED: Below are specific skills and traits a successful candidate will offer:

- Experience with CRM software / ability to manage Salesforce database
- Familiarity with basic accounting principles to manage donations, receipts and gift acknowledgements
- Strong interpersonal skills for collaborating with other board members
- Experience with social media (Facebook, Twitter, Instagram, etc.)
- Savvy and discretion in promoting the cause while avoiding polemics
- Willingness to travel to Campos, Brazil (expenses paid by FofC)
- Knowledge of Portuguese a plus
- Practicing Catholic in good standing
- Enthusiasm for our Mission!

PERFORMANCE GOALS: The goal of the Development Officer is to increase donations with expectation of doubling incoming donations from 30K to 60K during his or her first year.

GROWTH OPPORTUNITY: If successful, the Development Officer may be considered for full-time employment at a later date and can grow his or her salary based on the success of the fundraising effort.

Please send CV and statement of interest to ona@friendsofcampos.org before January 30, 2023