

# St. Francis

CATHOLIC HIGH SCHOOL



## Job Profile

Job Title:	Development Coordinator
Department:	Advancement
Reports to:	Director of Advancement
Date:	11/15/2021

### Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>	
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>	% time or # of hours:

### General Summary

*What is the primary purpose of this position?*

The Development Coordinator works closely with and supports the Director of Advancement and the Advancement department. This position's main focus will be gift processing and helping build relationships with donors and identify prospects through the comprehensive management of the donor relational database (Raiser's Edge). This includes backend support for maintaining the workflow for gift processing and acknowledgements, the coordination of data for prospect operations, and for reporting and data analysis. This is a full-time, hourly position.

### Essential Responsibilities

*List all major job functions performed on a regular basis.*

***All areas of responsibility must be operated consistent with the Catholic mission of the school.***

#### **Department Operations:**

- Manage the operation, maintenance, data input, data integrity, data imports, and accuracy of all records for the Raiser's Edge database.
- Recording and acknowledgement of constituents' data and donations using the Raiser's Edge software package; processing deposit information in collaboration with the finance department.
- Oversee and manage the production of all data for annual reporting purposes and tracking of the capital campaign.
- Build and generate reports needed from Raiser's Edge in consult with the Advancement team, President, and Consultants.
- Support revenue generating aspects of the department ensuring budget goals are met each year.
- Assist with all special events including tracking donations when they are received, assisting with mobile bidding preparation and event catalog, and computer needs for the event.
- Responsible for event check-in and check-out including software management, etc.
- Update financial information for SFHS on the mobile bidding website. Enter information on auction items and Gala attendees into event software system.
- Attend and assist with all Advancement events outside of normal school hours such as the President's Society Reception, SELFe event, Thankful Thursday, Crab Feed, Revelry, Volunteer Appreciation, Senior Sequester, and other alumnae and constituent relations events.
- Coordinate mailing information with designer for Pax Magazine, all annual fund appeals, and event marketing.
- Successfully foster and support an inclusive educational environment.

  
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**Fiscal Management:**

- Process, record and deposit all incoming gifts into Raiser's Edge. Process all deposits in conjunction with the finance office.
- Reconcile transactions from gala events. Import/enter tax-deductible transactions from events into Raiser's Edge.

**St. Francis Fund:**

- Generate year-end consolidated tax receipts.
- Generate pledge reminder letters on a donor-defined basis.
- Report on status of pledge payments for specific funding campaigns. Work with Advancement Associate/Annual Fund on appropriate and timely follow up.

**Stewardship:**

- Prepare timely and accurate acknowledgement letters to contributors for cash, stock, gifts in kind, etc.
- Oversee the process to input and maintain data records in Raiser's Edge including all donor and alumnae information to be updated such as addresses, emails, and other miscellaneous information.
- Assist with the production of annual giving appeals, both mail and digital.
- Assist with the execution of customized donor proposals, outreach letters, and stewardship communications.
- Provide donor-centric customer service experiences by making thank you calls and gift follow-up as directed.

**Prospect Research:**

- Onboard all new SFHS students and families and create prospect reports for potential giving and volunteer assignments.
- Assist with ongoing prospect research and compiling grant applications if applicable.

**Capital Campaign:**

- Provide support to President, Director and Consultant firm for Capital Campaign including identifying prospects to include, setting up appointments and tracking all follow-up in Raiser's Edge.
- Provide administrative support for the multi-year, "New Day Forward, Built on a Legacy" Capital Campaign.
- Provide administrative support to the Advancement Director, including assisting with budget preparation, expense reporting, invoice/contract routing and processing, travel and meeting coordination, proactive calendar management, Raiser's Edge data input and report generation, and file organization and optimization.
- Assist Advancement Director with donor correspondence and gift acknowledgements, special mailings, preparation of donor packets and proposals, and creation of reports and presentations.
- Assist Campaign Consultants and Advancement Director to develop and maintain an accurate report of campaign progress to date.
- Utilize internet and wealth screening research tools/resources to locate, analyze and interpret financial capacity and propensity, including compensation information, stocks/options and retirement plans, property transactions, and philanthropic interests.
- Maintain Raiser's Edge database specific to prospect research.

  
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**Job Specifications/Requirements**

*List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.*

**Education:**

Bachelor's Degree in a related field preferred.

**Job experience:**

- A tech-savvy, avid learner with a keen interest in data, fundraising, nonprofit management, and donor relations.
- 2-3 years' experience in fast-paced administrative or organizational role.
- 2+ years' experience in nonprofit fundraising required; experience in a school environment preferred.
- 1+ years of experience with Raiser's Edge database preferred.
- Experience in a customer-facing role preferred.

**Technical/Functional skills:**

- Exceptional project management and communication skills.
- Ability to perform all functions with a high degree of accuracy.
- Ability to keep information confidential and interact with parents, donors, and professional community in a discreet manner.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students and their families.
- Demonstrated integrity, diplomacy, tact, and courtesy.
- Knowledgeable in computer applications related to the duties of the job. Must have advanced database knowledge, Raiser's Edge preferred.
- Proficient in Microsoft Office applications; advanced knowledge in Excel preferred.
- Ability to produce high-quality reports and other documents for public presentation.
- Understanding of and passion for the St. Francis Catholic High School Mission.
- Excellent organizational skills; detail oriented; ability to self-start and multi-task; must thrive on diverse assignments and deadlines.
- Approach projects, activities and other job functions with flexibility and adaptability.
- Ability to work with a variety of constituents in a courteous professional manner.
- Excellent writing, editing, and proofreading skills required.
- Must have broad knowledge of the advancement functions within a department.
- Ability to work occasional nights and weekends as needed.
- Ability to maintain consistent, punctual and regular attendance.

**Other Requirements:**

- Other duties may be required as needed.