

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Development Coordinator**

**Date:** 5/10/2022

**Location:** Wauwatosa, WI

**Department:** Resource Development

**General Summary:**

The Development Coordinator provides support to the Resource Development Department through strong communication, event planning, data entry, and solicitation of donations. As a member of the Resource Development Department staff, the Development Coordinator reports to the Resource Development Director. Through the services she/he provides, the Development Coordinator fosters understanding of the mission and charism of the School Sisters of Notre Dame and generates support for the mission and ministries of the province.

**Essential Duties and Responsibilities:**

- Perform duties in a manner consistent with the mission, values and policies of the School Sisters of Notre Dame.
- Write content and assist in design of marketing materials, event promotion, special appeals, website, email communication and recognition.
- Enter donor data in RE accurately including: gifts, contact and relationship information, registrations and action notes.
- Coordinates fundraising and friend-raising events. Responsible for all fundraising event details ensuring they run smoothly, efficiently and generate maximum revenue and exposure (attendance).
- Seek grant funding when soliciting sponsorships.
- Identifies and solicits sponsors for events and supports volunteers to solicit sponsors for events.
- Oversees and manages volunteers including a committee for the Women's Leadership Luncheon, our premier event.
- Field donor-related questions and cultivate relationships.
- Collaboratively work with Communication and IT departments
- Occasional weekends and travel required.
- Follows Safety procedures.
- Performs other tasks as assigned by Resource Development Director.
- Attends workshops, in-services and campus employee meetings as required.

**Basic Qualifications:**

- Bachelor's Degree required with an emphasis on fundraising, communication, and marketing preferred.
- Experience with computers and database systems required; knowledge of Raiser's Edge preferred.

**Knowledge, Skills and Abilities**

- Work requires basic business acumen and a good command of the English language (verbal and written communication skills).
- Knowledge of secretarial and office administrative procedures; use and operation of standard office equipment, at a level generally acquired through two or more years related experience.
- Experience organizing and managing events.
- Ability to work with a team of professionals.
- Ability to maintain confidentiality.
- Ability to work under pressure of deadlines and in an environment of frequent interruptions and fluctuating workloads.

- Understanding of the value and sensitivity of donor relationships, the cultivation and maintenance of these relationships, and appropriate solicitation strategies and techniques.
- Excellent organizational skills and the ability to multi-task.
- Continual attention to detail in data entry and creating reports; and clerical tasks (composing, typing, entering and proofing materials).
- Moderate proficiency of Microsoft Office (Word, Excel, Outlook), Crystal Reports and Raiser's Edge.

**Job Type:** Full-time, Exempt

**Benefit Eligible:** Medical, Dental & Vision Insurance, Short-term & Long-term Disability Benefits, Life Insurance Benefits, 403(b) Retirement Benefits, Generous Paid-time-off Benefits and Holiday Pay

**If you are interested in this position please complete an application.**

**If you have any questions contact:**  
**Lindsey Van Beck, Human Resources**  
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