

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

Date: 8/30/2022

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:
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