

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

POSTED DATE: 10/14/2021

LOCATION: Our Lady of Good Counsel, Mankato, MN

DEPARTMENT: Resource Development

GENERAL STATEMENT OF DUTIES:

The Development Coordinator provides support to the Resource Development Department through data entry and special event planning and execution. 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.
- Enter donor data accurately including: gifts, pledges, contact information and relationships.
- Work with the Database Manager to ensure database is maintained and updated.
- Process gift batches and generate acknowledgements and donor receipts, while meeting gift entry and reporting deadlines.
- Perform mail merges utilizing Microsoft Word, Excel and Raiser's Edge software to prepare and assemble mailings of thank you letters, envelopes, donor birthday lists and other documents as requested.
- Coordinates and Assist with fundraising and friend-raising events
- Identifies and solicits sponsors for events and supports volunteers to solicit sponsors for events
- Organize and manage volunteers on an as needed basis.
- Assist the Resource Development Director and department staff with special projects and assignments, as directed.
- 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.
- Support the maintenance of the province's SmugMug photography account.
- Integrate the mission of the School Sisters of Notre Dame in work environment.
- Respond to campus Communications and Community Engagement needs as directed.

BASIC QUALIFICATIONS:

- Post secondary education equivalent to an Associate's degree in computer sciences, business or related fields and/or commensurate work experience.

- Two or more years of experience with computers and database systems required; knowledge of Raiser's Edge preferred.
- 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 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: Part-time, Non-Exempt (32 hours per week)

BENEFIT ELIGIBLE: Medical, Vision, and Dental Insurance, Short- and long-term disability insurance, 403(b), PTO, and paid holidays.

If you are interested in this position please complete an application as well as send a cover letter, resume, and salary requirements to:

Beth DuChene
Human Resources Director
bduchene@ssndcp.org
(507) 389-4284