

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

POSTED DATE: 1/7/2022

LOCATION: Our Lady of Good Counsel, Mankato, MN

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 for marketing materials, event promotion, special appeals and recognition.
- Enter donor data accurately including: gifts, pledges, contact information and relationship.
- Process gift batches and generate acknowledgements and donor receipts.
- 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 fundraising and friend-raising events. Responsible for event details ensuring they run smoothly, efficiently and generate maximum revenue and exposure.
- Seek grant funding in addition to generating reports for existing grants.
- Identifies and solicits sponsors for events and supports volunteers to solicit sponsors for events.
- 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 communication, grant writing and fundraising preferred.
- Two or more years of experience with computers and database systems required; knowledge of Raiser's Edge preferred.
- Work requires basic business acumen and 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 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, non-exempt (40 hours per week)

BENEFITS: Medical, Dental & Vision Insurance, Life Insurance, Short & Long-term Disability, 403B Retirement benefits, Paid-time-off, and Holiday benefits are included with this position.

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