



## **JOB DESCRIPTION**

### Development Coordinator

<b>Employer</b>	St. Ignatius of Loyola Catholic School
<b>Reports To</b>	Director of Advancement
<b>Terms</b>	1 Year Work Agreement
<b>Position FTE</b>	50%
<b>Date Published</b>	September, 2024

## **SUMMARY**

St. Ignatius Catholic School strives to employ an individual whose response to God's invitation is to work in a Catholic educational setting. The Development Coordinator is a member of the St. Ignatius Catholic School Advancement Department. This position will report regularly to the Director of Advancement. The Development Coordinator is primarily responsible for assisting the Advancement Department in creating and implementing strategies that ensure sustainability and organizational growth, with a focus on development and fundraising work.

St. Ignatius Catholic School strives to employ a Development Coordinator who is a practicing Catholic, is willing to pledge an Oath of Fidelity to the Magisterium, and will serve as a joyful role model of all that is good, true, and beautiful within the St. Ignatius community. The Development Coordinator is expected to model behavior consistent with the St. Ignatius Catholic School mission, vision, and core values.

## **PRIMARY RESPONSIBILITIES**

### **Data Management**

- Manage and update the Raiser's Edge database (i.e. annual updates, donor information, donations, etc.)
- Support the Director of Advancement in donor reporting and research; develop and maintain tracking systems as needed maximizing the use of Raiser's Edge software.
- Enter donations in Raiser's Edge and create thank you letters.
- Create daily/monthly reports to be submitted to the Business office and Board.
- Generate/create necessary queries, reports, and mailing lists that are needed for various mailings throughout the year.
- Manage portfolio of donors to include individuals, foundations and corporations to meet annual Fundraising Plan goals.
- Assist with auditor requests as needed throughout the year.



### Events

- Collaborate with Advancement and Administrative teams to support, plan, execute, and review fundraising events, including That Chili Thing, St. Ignatius Gala, etc.
- Serve in a leading role for identifying and implementing event timelines, budget and logistics for all fundraising events.
- Help lead management of the events, including but not limited to, ticket sales, securing sponsors and donations, promoting events, soliciting raffle and auction items, creating guest lists, managing check-in stations, etc.

### Planning

- Assist with grant researching, writing, tracking, reporting, etc.
- Help execute the annual Strategic Advancement Plan
- Review and help prioritize workflow to ensure the most effective and efficient use of available resources
- Assist with scheduling meetings with potential donors, alumni, board members, etc.
- Serve as point of contact for alumni relations and activities

### Misc.

- Collect and organize archival pictures, communications, and material for communications for alumni information
- Support implementation of annual giving campaign(s) tactics
- Assist with the coordination of marketing materials to keep donors informed of needs, fundraising programs and activities, and opportunities to give including the school's annual report and email
- Support the marketing team in other communications including e-newsletters, social media, and mailers

### Misc. Duties

- Maintain a strict level of confidentiality on all matters relating to school business and work within established school operating procedures
- Serve as St. Ignatius staff representative with alumni relations
- Other duties as assigned

### Evaluating

- Check completed work for accuracy and completeness
- Recommend changes in procedures and protocols intended to increase effectiveness and efficiencies

### DESIRED SKILLS

- Routinely reliable
- Solid organizational skills and meticulously attentive to details



- Work occasional evenings and weekend as needed to execute events and other duties
- Ability to accurately take direction and work independently
- Excellent written and verbal communication skills
- Possess strong time management skills and meet tight deadlines
- Work well while multi-tasking in a fast-paced environment
- Sound decision-making and problem-solving skills
- Effective conflict management, and decision making skills
- Ability to maintain confidentiality as necessary
- Highly computer literate with experience in email, MS Office, Google Suite, Canva, Raiser's Edge, and related business and communication tools

### QUALIFICATIONS

- Prior professional experience in marketing, communications, enrollment, admissions, alumni, fundraising, and event planning
- Background in Catholic School environment preferred
- Prior to hire, must complete requirements from the Diocese of Green Bay Office of Safe Environment including VIRTUS training and background check

### PHYSICAL REQUIREMENTS

- Work is typically performed in an inside, temperature-controlled environment
- Continuously requires vision, hearing, communicating
- Frequently requires fine dexterity, periods of sitting, working at a computer
- Occasionally requires standing, walking, lifting, carrying, reaching, kneeling, pushing, pulling, bending, climbing, etc.
- Must be able to lift up to 15 pounds at a time
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the school and other facilities as needed

### MISSION-ALIGNED MEMBERS OF THE ST. IGNATIUS CATHOLIC SCHOOL COMMUNITY:

- Are committed to working in a Catholic classical school setting
- Respect, live, and promote the Catholic culture and ethos within
- Represent St. Ignatius Catholic School joyfully and professionally
- Participate collegially in our Christ-centered, mission-minded environment
- Treat confidential materials/information with the utmost professionalism, in keeping with the Catholic virtue of prudence
- Seek opportunities for personal professional development in accord with one's role
- Demonstrate compliance with policies, protocols, procedures, directives, and core values as outlined in policies of the Green Bay Diocese, the St. Ignatius Catholic School Staff Procedural Manual (and other school handbooks as applicable)

Please visit our website to apply: <https://www.stignatiuskaukauna.org/about/careers/>