



Position Description

Job Title: Development Coordinator
Department: Development
Reports To: Director of Advancement
FLSA Status: Non-Exempt
Date: March, 2018

POSITION SUMMARY: The Development Coordinator will play a key role in the advancement, hospitality and fundraising efforts of the Sisters of the Holy Names. Collaborating with the Director of Advancement and other members of the Development team, the Coordinator will support friend-raising, fundraising and donor stewardship activities and events for the U.S.-Ontario province in accordance with the province's mission, vision and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Record donations on an ongoing basis in the donor database and generate acknowledgements and thank you letters upon receipt.
2. Responsible for day-to-day fundraising database management, including:
 - Design and run reports to select prospects for direct mail campaigns and analyze results of DM testing
 - Create and run reports for major gift prospect identification
 - Develop and implement tickler system to support Development Directors' information needs for donor stewardship
 - Monitor database to ensure that data entry standards are followed; edit records to reflect standards as needed
 - Creates monthly income reports for use by Advancement Director
3. Financial management responsibilities for the Province Advancement and Oregon Development offices include:
 - Receiving gifts (including credit cards, cash and checks), preparing bank deposits, and maintaining records
 - Coding invoices for approval and tracking expenses
4. Coordinate event logistics for Province and Development meetings held on campus at the Provincial office and Development events around the Province. This includes reserving meeting space, providing meals and hospitality arrangements, and tracking RSVPs.
5. Assist in grant research and tracking.
6. Assist with the production and implementation of appeal campaigns and other fundraising communications and strategies, including online fundraising tools. Manage print buying for fundraising and advancement communications, in coordination with the communications department and regional offices as appropriate.
7. Coordinate with communications department to implement social media strategies. Assist in managing the development pages of the SNJM website.
8. Provide logistical support for Development department, friend-raising, and fundraising events. Includes planning, communicating, and implementing in coordination with the Director of Advancement and other development staff.
9. Track Advancement department expenses; codes invoices for processing by Finance department.

10. Perform administrative duties as needed including filing, copying, sorting, mailing, etc.
11. Coordinate communication with other offices.
12. Other duties as assigned.

QUALIFICATIONS: *To perform this job successfully, an individual must be able to accomplish satisfactorily the essential duties and responsibilities listed above. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience: Bachelor's degree or equivalent combination of education and professional experience. 3 to 4 years' experience in a fundraising or business office preferred. Donor Perfect experience a plus.

Knowledge, Skills, and Abilities:

- Supportive of the mission of the Sisters of the Holy Names of Jesus and Mary
- Excellent written communication skills: ability to prepare meeting notes, donor acknowledgements, and general correspondence for executive signature
- Working knowledge of English grammar, spelling, and punctuation to compose and edit business documents and materials and to create professional letters, spreadsheets, and presentations
- Demonstrated interpersonal and communication skills to interact professionally, diplomatically and productively with colleagues and contacts at all levels
- Working knowledge of database programs; Donor Perfect experience preferred
- Proficient skills with Microsoft Word, Excel, PowerPoint, Outlook; advanced skills preferred
- Attention to detail, project management skills, and being highly organized are critical
- Interest and desire to learn how to become an impactful development professional
- Ability to take initiative, be self-directed, and prioritize multiple tasks
- Ability to develop, organize, implement and maintain office procedures and systems
- High level of confidentiality and professionalism
- Knowledge of SNJM, women religious organizations, or non-profit environment preferred
- Ability to work with ambiguity in a changing environment

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently sits while doing computer work. Frequently lifts/carries up to 20 pounds of boxes and files and bends when retrieving files. Frequently uses fine finger manipulation while keyboarding. Ability to walk and climb stairs.

ENVIRONMENTAL FACTORS: Environmentally controlled air temperature; normal lighting; moderate noise levels. Machines/equipment used: computer, printer, copier, fax machine, postage meter, telephone.

SNJM is committed to continually building a workplace that exemplifies its values and vision of being hospitable to everyone. The Sisters of the Holy Names of Jesus and Mary (SNJM) is an Equal Opportunity Employer.

We offer a competitive salary and benefits package including medical/dental, group life and disability coverage, a 401K plan, and paid time off.

To learn more about the mission and vision of the Sisters of the Holy Names visit: www.snjmusontario.org

To apply, submit your resume along with a cover letter to jobs@snjmuson.org