



Adrian Dominican Sisters

JOB DESCRIPTION
Development Office Coordinator
Development Office

Issue Date: 12/10/14	Rev. No. 2	Rev. Date: 12/13/18	Page 1 of 2	Approved By: <i>Amy Palmer</i>
--------------------------------	-------------------	----------------------------	--------------------	---------------------------------------

DEPARTMENT: **Development Office**

REPORTS TO: **Director of Development**

FLSA: Non-exempt

GENERAL SUMMARY:

Responsible for supporting the Development Office by providing donor database management, grant writing, comprehensive data analysis and reporting, administrative assistance, and special project assistance. Also provides leadership for Mission Appeals for the Congregation. Works with the Director in coordinating and supporting donor-cultivation efforts among volunteer Adrian Dominican Sisters. Fosters lasting relationships between the Congregation and its benefactors. Promotes positive attitudes towards giving among current and prospective donors. Performs duties in accordance with the mission, vision and values of the Adrian Dominican Sisters.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Provides support to the Director of Development in shaping creative, donor-centered stewardship activities.
2. Collaborates with the Finance Office, Office of Communications, Office Support Services and other Campus offices as necessary to facilitate Development initiatives.
3. Manages, maintains, and troubleshoots the donor database to ensure data integrity and accurate reporting.
4. Creates and analyzes Development reports, maximizing use of tools for donor data analysis and creation of lists.
5. Produces address lists for all mailings and correspondence.
6. Searches for and prepares grants for the Congregation, including follow-up reporting and acknowledgement.
7. Collaborates with the software vendor to report issues and solve problems as needed.
8. Coordinates arrangements for donor visits, including communication and follow-up with donors and Adrian Dominican Sister volunteers, preparation of data, travel arrangements, and reimbursement.
9. Coordinates Mission Appeals for the Congregation, including communication and follow-up with Dioceses, Parishes, and Adrian Dominican Sisters and Associates, preparation of data, and marketing materials, preparing and sending thank you letters and processing reimbursement for travel expenses.
10. Provides backup to the Administrative Office Assistant.
11. Oversees special projects as directed by the Director of Development.
12. Responds appropriately to safety hazards and/or emergencies following written campus procedures. Complies with all safety policies and procedures by practicing good safety and health habits while performing duties.
13. Other duties as assigned by supervisor.

Development Office Coordinator

- 2 -

REQUIREMENTS:

Education:

- Associates degree required
- Bachelors degree preferred

Experience:

- 1-3 years experience in an office environment required
- Previous experience in stewardship preferred
- Previous experience with Excel, donor databases, and report generation

Knowledge, Skills, and Abilities:

- Ability to project a sense of calm, efficiency and competence.
- Excellent attention to detail and accuracy in writing, grammar, proofreading and data entry.
- Possess above average oral and written communication skills and be able to draft and edit correspondence.
- Exceptional computer skills with proficiency in MS Office and information databases.
- Knowledge of Donor Perfect preferred.
- Ability to think independently, analyze data and problem solve.
- Ability to understand and articulate the values and mission of the Congregation.
- Ability to interact with a variety of personalities while remaining flexible and hospitable.
- Ability to maintain confidentiality, discretion and tact.

Physical:

- Must have sufficient hearing and sight skills to perform all aspects of the position.
- Must be able to sit, stand, and walk up to 8-hours per day.
- Must be able to stoop, bend, reach, and carry approximately 35 pounds.

WORKING CONDITIONS:

- Generally busy office area with times of numerous interruptions.
- Position has full time schedule.

ACCOUNTABILITY:

Accountable to: Director of Development

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Co-Worker (Print)

Co-Worker (Sign)

Supervisor

Date