



Growth. Values. For Life.

JOB DESCRIPTION

JOB TITLE: Advancement Services Coordinator

DEPARTMENT: Advancement

GENERAL DUTIES: Advancement Services serves as an integral staff member to the successful Advancement operation. This person assists the Advancement Director with planning, implementing, coordinating, and meeting the strategic goals of Ursuline Academy by providing data, mail and email services for an effective annual, major gift, planned and capital giving program.

Advancement Services works closely with members of the Finance Office to ensure accuracy in its financial reporting. This position requires a positive attitude about the Academy and about philanthropy, strict confidentiality and discretion; superior organizational and interpersonal skills; self-reliance and self-motivation; and the ability to multi-task in a highly active work environment. This is an exempt, 12-month, part-time (20 hours per week), salaried, fundraising position. Occasional evening and weekend work is required.

REPORTS TO: Director of Advancement

SPECIFIC DUTIES:

Data Base:

- Manage the database including updating and managing donor records and donor information including Alumnae Relations
- Process all charitable donations
- Generate and assist in the analytical development of financial and statistical reports, mailing information, and other necessary information for the Advancement Office including Alumnae Relations
- Create queries and reports from Raiser's Edge or other fundraising databases
- Develop systems and procedures for both electronic and paper records
- Perform data updates on Raiser's Edge
- Reconcile fundraising totals monthly with Finance Office

Communications:

- Create and process all Advancement correspondence (thank-you notes, gift-in-kind forms, pledge reminders)
- Create and process all Advancement mailing efforts
- Collect information regarding student recognition awards and other topics in school announcements
- Manage Advancement email response and tracking system

- Maintain web based email directory for web based email system
- Process direct and bulk mail

Meetings:

- Attend and assist in all departmental meetings as assigned
- Attend all advancement events as assigned- some evenings and weekends will be required
- Assist with Phone-a-thons as necessary

Work Ethics:

- Maintain confidentiality at all times regarding the Ursuline community
- Attend all required meetings and willing to perform all other duties as assigned
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder St. Angela Merici
- Respect, cooperate and maintain a positive attitude with colleagues (faculty and staff), students, parents and alumnae and exemplify the core values

EDUCATION: BA or BS degree

EXPERIENCE: Willingness to participate in the fundraising processes is required

COMPETENCIES NEEDED:

Excellent written, verbal, and interpersonal skills are required. The employee must have the ability to write well while working on multiple projects simultaneously and with significant attention to detail. Proficiency in computers and advancement software such as: Raiser’s Edge, Microsoft Office Suite, and bulk and direct mail.

PHYSICAL DEMANDS:

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.