



JOB DESCRIPTION

Title: Development and Stewardship Coordinator

FLSA Status: ☐ Exempt ☐ Non-Exempt ☒ Non-Exempt Part-time

Job Summary:

This position is responsible for supporting De Smet Jesuit's Advancement Department by maintaining the donor database through Blackbaud Raiser's Edge. This includes ongoing data and gift entry, communications to prospects and donors, advancement reports, and contributing to the success of the Advancement team. As the primary administrator of the database, the Development and Stewardship Coordinator ensures that donor cultivation and solicitation activities are tracked and reported promptly and accurately. The Development and Stewardship Coordinator plays an important role by providing administrative support for all fundraising activities including donor and public relations, direct mail appeals, and special events. In addition, this position works in conjunction with the Business Office on monthly financial reporting needs.

Specific Responsibilities:

- Prepares and generates reports, queries, donor profiles, donor/prospect lists and mailing lists
- Completes timely generation of gift acknowledgement receipts, thank you letters and other forms of acknowledgement as required
- Communicates with donors to clarify terms and conditions of gifts, including the recording of all pledge and gift information for Annual Fund, Capital Campaign, restricted contributions, and event fund raising as needed
- Helps coordinate linked records and integration of records between Raiser's Edge and Education Edge
- Works with Blackbaud on software and training
- Coordinates all matching gifts
- Assists in the coordination of direct and e-mail campaigns with the Advancement team
- Assists in the coordination of annual report, specialty mailings, and alumni communication
- Provides input in the development and implementation of database policies and procedures that ensure and enhance data integrity, data extraction, report customization and analysis
- Researches and provides analysis of donor profiles needed by Advancement team for portfolio management

- As necessary, input, coordinate and interface Auction Maestro and/or Gesture data with Raiser's Edge in support of Special Events
- Other duties as assigned by the Director of Development

Supervision Exercised:

- None

Supervision Received (title of supervisor):

- Director of Data Systems and Learning

Minimum qualifications:

- Fluency in donor database software navigation and management

Additional Preferred qualifications:

- Bachelor's Degree in Business, Marketing, Information Technology, or equivalent experience
- Practicing Catholic