

Job Description **St. Thomas More Newman Center**

Identifying Information

Position Title: Development Coordinator
Status: Part-time, 12 months; non-exempt
Reports to: Director of Development

Position Description

The Development Coordinator assists Newman Center community members and donors with all giving related issues. The Coordinator is responsible for database management, donor acknowledgements, and weekly gift entry. The Coordinator is the primary manager of Buckeye Catholic Direct, the Newman Center's monthly recurring electronic giving program and the processing of Newman Promise commitments, the annual giving drive. This position requires a high degree of accuracy in processing data, attention to detail and confidentiality with sensitive information. The Coordinator also collaborates with both the Director of Development and the Communications Associate.

Specific Job Responsibilities

1. Donor Relations

- Handle and resolve confidential matters
- Respond to inquiries for information and resolve donor questions
- Serve as the coordinator and primary contact for participants of Buckeye Catholic Direct
- Coordinate and conduct quarterly mailings of Living Faith booklets to Buckeye Catholic Direct participants
- Produce and send gift acknowledgements to donors including year-end tax letters
- Perform additional duties as assigned by the Director of Development to include special projects to assist in the overall function of the development office

2. Database Management and Gift Entry

- Serve as the primary database manager
- Ensure integrity and consistency of data and coordinate with the bookkeeper for accuracy
- Coordinate and supervise volunteer counters of weekly Mass collections and special collections such as the Rice Bowls
- Receive, sort, organize, and accurately process weekly gift entry. Verify that entry is correct and complete
- Perform routine clerical, data, and document management work including data input, offering envelopes, file maintenance, and report compilation
- Utilize the query function in the database to run existing reports and to develop new queries based on Development Office needs
- Receive, sort, organize and accurately process annual giving drive commitments for the Newman Promise

- Perform data entry of new lists such as annual registration, new prospect list and the results of research projects

3. Administrative Responsibilities

- Attend staff meetings as appropriate
- Observe and comply with the Newman Center's policies and procedures
- Perform additional duties as assigned by the Director of Development

Core Competencies

- Possess a detail oriented and thorough approach to work responsibilities and tasks
- Ability to maintain confidentiality and use discretion in all work related matters
- Ability to work autonomously and pro-actively
- Demonstrate excellent and effective communication skills, written and verbal
- Affinity for numbers, data, and processes
- Ability to think strategically and to organize and prioritize tasks which support the organizational mission, vision and objectives
- Ability to foster a positive work environment, and demonstrate enthusiasm and advocate for initiatives, programs, and activities
- Ability to work effectively and collaboratively with other staff members, students, volunteers, and external contacts
- Affinity with the overall mission of the Catholic campus ministry

Education, Training, and Experience

- College graduate or equivalent
- Working knowledge of computer-based software programs
- Experience working in an office environment and performing data entry

Work Schedule

- 15-20 hours per week generally during conventional business hours, but may occasionally vary as job responsibilities require