



Institutional Advancement Coordinator

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. The Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The Institutional Advancement Coordinator is focused, organized, efficient, and strategic in his/her thinking, approach and style. He/she is a team player and works well in a dynamic, ever-changing environment. The Institutional Advancement Coordinator role requires attention to detail; balancing of multiple projects with competing deadlines; high level written and oral communication skills; ability to exercise good judgment and discretion in handling confidential information; strong analytical and organizational skills; a customer service oriented attitude; and ability to work across all constituent groups in the school community. Most importantly, this person is a good collaborator with a positive, enthusiastic attitude.

The Institutional Advancement Coordinator is responsible for the donor database by maintaining constituent contact information, actions, relationships, donation history and the back-end operations of the Institutional Advancement Office. He/she must appreciate the critical role of the database as a primary resource for fundraising, and the absolute need for accurate, clean, timely, and consistent data entry, reporting, and acknowledgement. The Institutional Advancement Coordinator works closely with other members of the Institutional Advancement team on administration of the Institutional Advancement Office and to manage components of the school's annual fundraising events. An important piece of this role includes event logistics and administrative support in the lead up to, during, and after events hosted by the Institutional Advancement Office. This will require flexibility to work some evenings and weekends.

Responsibilities include managing gift entry and acknowledgement process, creating and updating donor reports, supporting donor stewardship efforts, providing event support, and working on other tasks as needed to support fundraising efforts. This position works with all members of the Institutional Advancement team.

Requirements

- Bachelor's degree or higher
- Proficient in Microsoft Office Suite and mail merge
- Database experience preferred

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers. Applicants will be prompted to upload the following:

A C A D E M Y O F T H E
 SACRED HEART
O U R G I R L S C H A N G E T H E W O R L D

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.