DEVELOPMENT COORDINATOR

St. Thomas is seeking a Development Coordinator for the Office of Advancement assists with the planning and execution of a full range of fundraising activities within his/her designated area(s). The Development Coordinator has the responsibility for evaluating and identifying prospects for the school’s fundraising efforts as well as maintaining and organizing constituent information in the database. The goal of this position is to provide proactive and reactive prospect research on individuals and communicate this information to appropriate fundraising team members and to maintain the integrity and accuracy of the constituent database. This position will work closely with the Chief Philanthropy Officer and the Director of Admission and Enrollment Management in helping achieve their department goals. Moreover, an employee in this position provides a broad range of functions dealing with donor communication, prospect management, and events management, and performs administrative duties.

RESPONSIBILITIES:
• Acts as contact and liaison for key donors, prospects, and VIPs to ensure prospect strategies are advanced
• Provides expedient assistance to requests and ensures that appropriate follow-up with constituents is successfully completed
• Facilitates cultivation and solicitation appointments for fundraisers, administrators and faculty
• Enter, update, manage and track identification, qualification, cultivation, solicitation, and stewardship of prospects within the Raiser's Edge database using the Moves Management model, and generate reports reflecting the status of prospects
• Update and maintain the integrity of all constituent records in Raiser's Edge. Generate donor and alumni reports, event attendance reports and other types of reports as requested
• Contacts prospects and donors to verify biographic information, appropriateness of gift announcements, and representative or event invitee information
• Tracks major gift prospects through the cultivation, solicitation, and stewardship cycle
• Determines and updates information regarding cultivation and solicitation status, ratings, and strategies
• Gathers and analyzes strategic information utilizing on-line databases, reference periodicals, and annual financial reports, and prepares background information and briefing materials
• Designs, extracts, and analyzes information from RE/Research Point to evaluate fundraising progress and proposals in pipeline
• Ensures that past donors are regularly communicated with and re-solicited on a timely basis
• Assist and attend receptions, dinners, community activities, and small events to support stewardship and cultivation for major gift donors
• Prepares written proposals and gift agreements for solicitations by collecting and organizing materials in compliance with St. Thomas policies and procedures
• Acts as contact and liaison for key donors, prospects, and VIPs to ensure prospect strategies are advanced
• Provides expedient assistance to requests and ensures that appropriate follow-up with constituents is successfully completed
• Contacts prospects and donors to verify biographic information, appropriateness of gift announcements, and representative or event invitee information

EXPERIENCE:
Minimum 1 year of relevant experience

KNOWLEDGE & SKILLS:
• Skill in collecting, organizing, and analyzing data
• Ability to exercise sound judgment in making critical decisions
• Comprehensive knowledge of research methods and private foundations associated with fundraising for a non-profit institution, or online research skills in another capacity
• Strong technology skills and computer literacy is essential, including database knowledge, Internet search skills, and Microsoft Office/Google Workspace
• Knowledge of Raiser’s Edge and Research Point required
• Outstanding critical thinking skills as well as the ability to analyze and interpret complex business and financial data and philanthropic information
• Able to multi-task and meet strict deadlines
• Demonstrated ability to work independently and as a self-starter in a team-oriented environment, work congenially with staff, administration, faculty, volunteers and others, organize complex materials, manage more than one project at a time, adapt to changing priorities, maintain sensitive and confidential information, and communicate comfortably in an academic setting
• Ability to work with a high degree of flexibility, accuracy and attention to detail

DEGREE:
Bachelor's Degree in relevant field required