Lowell Catholic
Annual Giving Engagement Coordinator

Role

The Annual Giving Engagement Coordinator is a member of the Advancement Team who supports the goals and objectives of the office. The Annual Giving Engagement Coordinator's role is to manage and build the annual fund, grow and steward philanthropic relationships and manage special events for Lowell Catholic. This dynamic individual will be entrusted to identify, cultivate, engage and steward donors, alumni, parents, grandparents, corporations and friends of Lowell Catholic in an effort to build strong connections, annual growth, participation and revenue to further enhance the school community.

Qualifications

- Bachelor's degree or 5+ years' work experience in a non-profit setting, preferably an Advancement Office
- Experience in Raiser's Edge NXT database
- Excellent research and communication skills
- Independent and strategic thinker
- Exceptional interpersonal skills
- Adept at cultivating and sustaining professional relationships
- Is able to plan and execute successful fundraiser events

Responsibilities

- Create/Manage the calendar for the Annual Appeal
- Create, monitor and maintain the appeals for the Annual Fund
- Interact with constituents and follow through for each appeal
- Develop an Annual Fund Committee that assists with the success of the Annual Fund
- Manage all aspects of the Annual Giving Program (including direct mail, email, personal solicitations, day of giving, donor reporting etc).
- Ryken Society (identify/interact)
- Continue to build on the LC/Legacy Class Agent Program
- Events pertaining to the building of the Annual Fund
- Process and post donations within Raiser's Edge.
- Maintain a comprehensive tracking database for each event/initiative. Reconcile income with finance and create reports via Raiser's Edge as necessary.
- Work with Marketing and Public Relations Coordinator to ensure that all LC & Legacy Alums listed in our Annual report have been marked appropriately in Raiser's Edge (date of graduation/deceased when applicable)
- Support additional fundraising and alumni events as needed