

Position Title: Advancement Coordinator
Department: Office of Advancement
Reports To: Director of Advancement
Salary Schedule: \$46,115 - \$56,238
Date Created/Modified: February 2020

General Accountability

The Advancement Coordinator is responsible for providing coordination and support for a number of administrative, clerical and communications services to ensure effective and efficient operations of the Office of Advancement. Under the direction of the Director of Advancement, the Advancement Coordinator is a vital member of the team and its success in engaging donors to meet funding priorities. The Advancement Coordinator will work in a positive, dynamic team environment with a particular focus on donor and prospect coordination and relations; event coordination; and, advancement services.

Nature and Scope

St. Jerome's University provides a culture and environment for employees that endeavours to promote the mission of the University. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Advancement Coordinator provides administrative support to the Director of Advancement to ensure the successful development and implementation of strategies that foster positive long-term relationships by keeping St. Jerome's University activities and people visible, and donors and alumni connected and involved with St. Jerome's University.

Specific Accountabilities

Donor Coordination

- Develops materials for donors, prospects and alumni, including briefing notes and packages
- Coordinates Advancement communications materials
- Mines database (Raiser's Edge) for research to prepare reports in support of the briefing notes
- Maintains and updates digital communications, (website, Twitter, Instagram and Facebook) as it relates to advancement activities and priorities
- Coordinates gift acknowledgement and donor recognition stewardship processes
- Maintains an up-to-date inventory of all scholarship files
- Researches and drafts donor relations notes, and donor related development and stewardship reports and letter
- Develops and coordinates annual Endowment Reports for both individual named endowments and for contributors to the St. Jerome's General Fund
- Coordinates annual Thanksgiving postcard including developing mailing list, liaising with graphic designer to develop materials
- Coordinates appeal letters including liaising with graphic designer on the look of the letter, developing the mailing list and sending the out the appeal
- Coordinates and designs digital communications promoting upcoming events

Systems, Processes, and Records

- Coordinates projects and systems improvements for areas such as gift renewals, procedural flow for agreements and sponsorships to maximize efficiency and maintain accurate and timely follow up
- Prepares and updates database notes following contacts with donors, prospects and alumni in order to maintain central record accuracy
- Arranges and attends meetings, books facilities, prepares agendas, takes minutes at meetings and initiates follow up on action items
- Monitors monthly and quarterly priority planning to ensure projects are on task to meet deadlines

Event Coordination

- Under the direction of the Director, supports Advancement event management and works closely with other areas necessary to execute events. Examples of events include annual signature event, Feast of St. Jerome, and the annual Donor Thank You reception.
- Supports Director in organizing campus visits by prospects, corporate leaders and alumni in conjunction with Advancement team members and executive offices

Administrative (Advancement Services and Support)

- Serves as point of contact for donors, alumni and friends
- Tracks activity, responses, requests for information and reports and produces database entries and notes
- Coordinates donor visit itineraries for Director of Advancement
- Coordinates cheque requests, purchase orders, travel and other paperwork as required
- Ensures accuracy and timely input of all data entry to Raiser's Edge including monthly updates, mailing lists, data segmentation, donor actions and prospecting
- Maintains top prospect lists and annual calendar of events and updates
- Processes travel claim and expense forms
- Coordinates biannual Thank You Call Centre, including recruiting student volunteers and writing the script
- Oversees and administers electronic tax receipting through Raiser's Edge
- Issues donor acknowledgement letter in a timely manner

Qualifications Required

- A University degree and 2-4 years of administrative experience, experience working in fundraising and/or advancement is preferred
- Experience in a front facing customer service role
- Strong interpersonal skills and ability to work exceptionally well with both internal and external stakeholders
- Familiarity with stewardship practices of relationship-building and engagement as they relate to alumni, donors and friends of the university
- Superior written and oral communication skills
- Experience in data processing and with data management system
- Advanced computer skills in Microsoft Office Suite is required. Preference will be given to candidates with database experience (Raiser's Edge/Blackbaud) SharePoint, MailChimp, Ticketti)
- Exceptional ability to multi-task and manage multiple diverse projects simultaneously
- Knowledge and experience with all forms of social media – Instagram, LinkedIn, Facebook, Twitter
- Exceptional ability to multi-task and manage multiple diverse projects simultaneously
- Ability to work with a high degree of accuracy, confidentiality and quick turnaround when required
- Demonstrated commitment to continuous learning
- Willingness and ability to work outside of regular business hours when needed