**ST. MARY’S HOME**

**DEVELOPMENT COORDINATOR JOB DESCRIPTION**

1. **JOB SUMMARY:** The Development Coordinator will be the primary point of contact

for the donor database using the Raiser’s Edge System (RE) and will facilitate communication between the development department and St. Mary’s donors. Responsibilities include database management, gift processing and acknowledgements, donor data reporting and analysis, along with general administrative support and other activities as needed. This position offers a competitive salary, good benefits, and a positive work environment.

1. **JOB RESPONSIBILITIES:**
2. Ensure accurate and timely processing of all incoming gifts and pledges from the finance department
3. Maintain constituent records in Raiser’s Edge database
4. Reconcile gifts and pledges with the Business Office Manager and prepare reconciliation reports
5. Provide statistical reporting on pledges, gifts and revenue, special appeals, internal end of month reports, revenue projections, corporate and foundation gifts, and special events using RE Query and Export modules and other reporting tools
6. Prepare and process donor acknowledgments
7. Document and update gift entry and acknowledgment procedures
8. Identify and recommend procedures and solutions for data accuracy, integrity and efficient use of Raiser’s Edge
9. Administer matching gift program and auto donations programs
10. Process online donations and in-kind donations
11. Coordinate mailings for the department
12. Track postage permit balance and dispense postage through stamps.com for department
13. Provide assistance in coordinating grant requests, employee giving and United Way
14. Run regular reports to verify accuracy of data entry and make necessary corrections
15. Maintain individual, corporate and foundation hard files
16. Reconcile credit card merchant accounts with development and finance
17. Prepare donor recognition updates to donor tree
18. Support logistics for events and fundraisers that benefit the Home
19. Other duties as needed to support the department’s daily work
20. **CONDUCT:** In addition to the specifics listed below, incumbent must demonstrate

respect and courtesy towards the individuals served here, family members, guests, vendors, and co-workers at all times, and acting as an “ambassador good will for St. Mary’s,” positively greet others and offer assistance as needed.

1. Complies with attendance and punctuality policies
2. Works well with others
3. Uses time appropriately
4. Attire is appropriate for job
5. Is respectful and courteous to other staff
6. Is respectful and courteous to visitors
7. Follows instructions with a positive attitude
8. Complies with all policies and procedures
9. **QUALIFICATIONS:**
10. High school diploma/GED required; some college study preferred.
11. Three years experience using Raiser’s Edge preferred
12. Excellent understanding of donor relations and ability to think strategically and creatively
13. Three to four years of related experience and/or training
14. Proficiency with Microsoft Office, particularly Excel, Word, PowerPoint and Outlook
15. Availability to work evenings and weekends as needed
16. Attention to detail and accuracy
17. Knowledge of general accounting and experience working in a financial setting helpful
18. Excellent organizational skills and communication skills; ability to interact well with staff, residents, residents’ families, donors, and the public with tact and diplomacy and always responding in a timely fashion.
19. Able to handle important information and maintain a high level of confidentiality
20. Ability to interact well with staff, residents, residents’ families, donors, media, and the public with tact and diplomacy and in a timely fashion.
21. Must be able to sit, stand and walk for variable periods of time.

Posted: 5/22/2015