



JOB DESCRIPTION

Job Title	Development Coordinator	Department	University Development
Appointed by	Assoc. V.P. of Development	Reports To	Assoc. V.P. of Development
Employment Class	Exempt, Benefits Eligible	EEO Class	5
Authorized Driver	Yes		

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Mission

The University of Saint Mary of the Lake/Mundelein Seminary prepares candidates for the diocesan priesthood and provides initial, post-graduate or ongoing formation for priests and those who collaborate with them in ministry.

Goals

1. To provide a comprehensive program of theological studies that: (a) supports students in the conscious appropriation of the Catholic faith and prepares them to proclaim and to teach God's Word; (b) imparts a way of understanding, reflecting upon, interpreting and proclaiming the Catholic faith in parish ministry.
2. To provide a spiritual and human formation program that: (a) helps students grow in liturgical and personal prayer, celibate chastity and readiness for diocesan priestly life; (b) promotes self-awareness, competence and confidence, psychological integration, healthy sexual maturity and the capacity to relate to others; (c) fosters simplicity of life, obedience and pastoral service.
3. To provide a pastoral formation program that: (a) prepares students for the ministry of priestly leadership with and for others in the Church; (b) fosters the pastoral integration of theological and spiritual formation; (c) promotes habits of prayer, study and reflection in ministry; (d) develops pastoral skills and attitudes to meet the needs of the Church in evolving, complex and multicultural settings.

Summary

The Development Coordinator reports to the Assoc. V.P. of Development and is responsible for the stewardship of donor gifts and pledges, managing workload of office volunteers and Cristo Rey student interns, as well as providing administrative support for the fundraising team.

Essential Job Functions

- Answers the gift/donor line and respond to donors' requests promptly and courteously.
- Maintain the University's reputation for integrity, responsibility, caring, and prudent management of donor gifts through gift and pledge stewardship:
 - Accurately record all gifts and pledges to the university (most direct mail gifts are currently processed off-site by a vendor-partner but will be imported into Raiser's Edge)
 - Create and maintain data in Raiser's Edge that accurately details the full record of donor transactions and relationships.
 - Acknowledge all gifts and pledges in a timely manner in accordance with acknowledgement policies.
 - Insure that donors are properly receipted for their gifts.



- Interface with the Finance Office for daily gift reconciliation, correct channeling of funds, and periodic reconciliation of accounts.
 - Send pledge reminders on schedule.
 - Insure that donors are placed in the correct giving clubs and societies.
 - Insure that matching gifts from donor employers are solicited, processed and received.
 - Participate in donor recognition activities including recognition of donor birthdays and anniversaries.
 - Coordinate prayers and Masses with the Rector/President's office for donor intentions and sending Mass cards to donors.
- Manage, with the Confraternity of Our Lady, Star of the New Evangelization members, the prayer intention program including website intentions.
 - Maintain a constituent management and operations/standards manual.
 - Seek continuous improvement of the stewardship function including streamlining tasks and developing efficiencies in gift processing.
 - Order supplies for the Development department.
 - Process payables needed for the department.
 - Provide moderate administrative assistance for Assoc. V.P. and V.P. as needed.
 - Maintain stock of coffee and refreshments in storage and refrigerator.
 - General administrative duties including processing correspondence, packaging shipments, reconciling vendor invoices and coding for payment.

Ancillary Job Functions

- Takes initiative to improve both processes and outcomes, incorporating best practices, and innovations in this position.
- Ensures compliance with all university policies and standards.
- Pursue continuing education and training on the University's development software as well as the best practices of stewardship.
- Comfortable setting a self-path, and communicating it; thriving in a dynamic, fast-paced, lean work environment, able to strategically prioritize time and competing initiatives, focusing on those that will have the greatest impact in support of the mission.
- Excels while working with strong deliverable demands; possesses the ability to identify barriers, collaborate with others to drive and execute upon solutions.
- Uncompromising internal and external customer service focus; possessing outstanding organization skills.
- The ability to manage multiple priorities simultaneously; orientated on the quality of results against budget.
- Availability to work occasional nights and weekends for special events.
- Other duties as assigned.

Expectations

- Ability to enter gift batches within 48 business hours of receipt.
- Acknowledgment letters sent within 48 hours of entry.
- Accurately code and enter gifts without supervision.
- Properly code invoices and process to finance office within 48 hours of receipt.
- Follow through with donors within 24 hours of contact and maintain relationships on behalf of USML.
- Ability to prioritize workload and seek alternative solutions to streamline processes and/or solicit team input.

Education and Experience – An equivalent combination of education, training and experience will be considered.

- High school diploma required; some college coursework preferred.
- College degree or related nonprofit development experience strongly preferred.
- Raiser's Edge experience preferred.



Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position.

- Computer skills including all Microsoft products (Outlook; Excel; Word; Powerpoint)
- Has a positive attitude, not easily discouraged, open to alternative views, accepting of coaching/peer input, and copes well even under pressure.
- Is skilled in the art of anticipating the needs of others as well as clients, acts upon those needs appropriately, and helps remove barriers to excellent customer service.
- Ability to prioritize work and meet deadlines; works quickly without sacrificing quality.
- Can troubleshoot all job processes, manage timelines and inventory needs, anticipate issues, and effectively multitask.
- Trusted to meet deadlines, produce accurate work consistently, and follow through all tasks to completion.
- Can work in a coordinated effort with other members of the team to achieve overreaching goals.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Genuinely support and cohesively work with others in a Catholic environment.
- A vast and historical 1100-acre wooded campus (lake, buildings, bridges, 27-hole golf course, farm fields).
- Work under pressure and meet established goals and objectives.
- The capacity to maintain composure under stress, using tact, good judgment.
- A commitment that all people have the right to dignity, respect, opportunity and full community inclusion.
- Possess a philosophy that is consistent with the Mission, Vision, and Values of the University organization.
- General office conditions, university conditions. Exposed to moderate noise levels.

Physical Abilities that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Physically able to perform the duties as assigned including the ability to lift to 30 pounds occasionally,
- Ability to stand, sit, or walk for extended periods of time,
- Ability to routinely ascend two to four sets of steps multiple times during the day,