



JOB DESCRIPTION

Job Title Philanthropy Coordinator

Department Development

Reports To Vice President of Development

Employment Class Exempt, Benefits Eligible

EEO Class 2 - Professional

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.

Summary

The University of Saint Mary of the Lake/Mundelein Seminary (USML) is the major seminary and graduate school of theology for the Archdiocese of Chicago. Mundelein Seminary is one of the largest priesthood preparation programs in the United States having graduated over 4,000 students since 1926 and serving over 30 dioceses in the United States and abroad.

The Development Department will depend on the Philanthropy Coordinator for strategic and administrative support to the Rector, Vice President of Development (VP), Major Gift Officers (MGOs), and be responsible for donor outreach and stewardship, prospect research, gift and pledge documentation and donor records.

Working with members of the Board of Advisors, donors, volunteers, and University colleagues, the Philanthropy Coordinator will serve as a relationship liaison for the portfolio of prospects and donors managed by the Rector, VP, and by the MGOs. The Philanthropy Coordinator will promote cross-collaboration with network members and other colleagues engendering trust in the donor management process to facilitate essential funding to support the mission and priorities of USML.



UNIVERSITY
OF
SAINT MARY
OF THE LAKE

Essential Job Functions/Performance Criteria

Donor Engagement Strategy and Execution (75%)

- Support the Rector and VP in their management of the following portfolio's:
 - major gift prospects and
 - portfolio of discovery prospects.
- Serve as governance and administrative liaison for USML Board of Advisors and Development Committee.
- Coordinate the development, drafting, and execution of stewardship strategy for major gift donors in Rector, VP and select MGO portfolios and build retention and recruitment models at various giving levels.
- Coordinate the development and personalization of donor strategies and briefing/solicitation materials for direct asks and those led by senior staff and board members, including financials, targets, and dates.
- Partner and actively engage with Board of Advisors, USML/Mundelein Seminary administration, and colleagues to develop donor strategies.
- Engage with colleagues to contribute to the development and implementation of major, mid-level, and planned giving donor programs.
- Develop prospect and donor management reports, stewardship reports, proposals, customized communication, meaningful recognition, and other communications to support the Rector, VP, and MGO prospect/donor portfolios.
- Collaborate with marketing department to create specific donor content and material development.
- Maintain a comprehensive understanding of the institution's program initiatives and capital priorities to articulate to donors the organization's mission and priority programmatic objectives.
- Provide regular updates to the Rector, VP, Associate VP, and Archdiocesan leadership on progress towards goals and key fundraising activity.
- Lead special projects as assigned and in collaboration with VP, MGOs, and development staff.
- Assists with prospect research and qualification assignments, proactively.
- Assists with collaboration and execution of event management.
- Other duties as assigned.

Database Maintenance and Reporting (25%)

- Utilize and/or create tracking tools/spreadsheets for monitoring and reporting key development metric data.
- Manages Raiser's Edge database requests, including new record creation, prospect visits, contact reports, proposal data, and input of donor portfolio activity/communications for Rector, VP and MGO's.
- Coordinate tailored communications (i.e., thank you letters) and other correspondence with donor base. Treat others with dignity, respect, and courtesy.

Ancillary Job Functions

- Actively recognize others for jobs and work done well.
- Consistently perform at the individual best in all personal and professional behaviors.
- Assume accountability for work, demonstrate collaboration, learn from both success and failure.
- Continuously attempt to grow and improve personal qualities and professional performance.
- Listen patiently; demonstrate understanding of what others have to say.
- Take initiative to improve both processes/outcomes; incorporate best practices/innovations.



- Ensure compliance with all USML policies and standards.
- Model USML values of service, innovation, and teamwork. Hold self/others accountable for these values.
- Participate in a mission-based culture, responsible for strong performance; appropriately act on feedback.
- Participate in USML donor events; use these events to identify top-level donor opportunities.
- As required, availability to work nights/weekends/occasional travel.

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

- Bachelor's degree preferred.
- A minimum of 3 years' experience in a non-profit fundraising, with donor portfolio management or comparable work-related experience preferred.
- Good judgement and knowledge of fundraising strategy is essential.
- A minimum of three (3) years' experience in an administrative role; customer service/relations, or roles with a strong emphasis on interpersonal relationships.
- Advanced skills with Microsoft Applications including Outlook, Excel, PowerPoint, Access, and other Web based applications.
- Working knowledge of Raiser's Edge Database preferred.
- Bilingual preferred.
- Must demonstrate understanding, respect, and support for Catholic Church teaching, mission, and values.

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

- Innovative.
- Strong communication skills including written, verbal and e-communications.
- Excellent organizational, planning, and listening skills.
- Donor research and grant research skills.
- Creativity and an eye for professional material design.
- Strategic thinker with an ability to connect resources.
- Multi-task, ability to work within long-term and short-term goal timelines simultaneously.
- Attention to detail.
- Problem solving, ability to address problems that are varied, requiring analysis or interpretation of the situation.
- Decision Making
- Analytical Skills
- Donor centric focus, with exceptional follow-through.
- Team player, ability to work collaboratively to improve operations of the work group, offering ideas, identifying issues, and respecting team members.
- Ability to work independently, requiring no supervision while managing people and projects.
- Process and results oriented.



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

- Typically, an office-based position with flexibility in movement; regular use of office equipment, phone, copier.
- Position may travel and be exposed to outside elements, weather, traffic, etc.
- Must have a valid driver's license, full use of a personal car.
- A vast and historical 1,100-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. "You are always on stage."
- 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.
- Consistently well-groomed to meet the expectations of the donor audience.

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.

- 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.
- Ability to travel outside the university campus for donor visits, including occasional evening and weekend work, and the flexibility to adjust to other department/business needs.

[Click here](#) to apply online via LinkedIn