

CATHOLIC SCHOOLS CENTER OF EXCELLENCE

POSITION DESCRIPTION

Position Title: Advancement Coordinator

Reports to: President

This position is: Full time with benefits

FLSA: Non-exempt

Updated: December 1, 2024

Hours hired to work: 40+ hours per week, 12 months

About the Catholic Schools Center of Excellence: The Catholic Schools Center of Excellence (CSCOE or the Organization) is a 501 (c)(3) non-profit organization that has been in existence since 2015. CSCOE has a two-fold mission: to enhance excellence and increase enrollment in Catholic preschool through eighth grade schools. When formed in 2015, CSCOE's support focused on schools within the Archdiocese of St. Paul and Minneapolis. Having demonstrated success within the Archdiocese, CSCOE's focus broadened in 2022 to encompass all of Minnesota. Potentially unlimited growth beyond Minnesota is projected for the future.

Purpose of Position: The Advancement Coordinator for CSCOE's Executive and Advancement teams provides professional support. The position ensures a continuous, seamless flow of accurate information within CSCOE's Executive and Advancement teams while working proactively to anticipate needs and provide innovative solutions. The position acts as a point of contact for the Advancement Department and maintains the Salesforce donor-management system. **To make the organization scalable to a national level, all roles within the Organization must heavily leverage advanced technology, especially AI, to do much more for far less in the shortest amount of time possible.**

Duties and responsibilities:

1. Leverage technology to a high degree, including but not limited to expertise in engineering AI prompts for maximum productivity and impact.
2. CORE COMPETENCY: Enter all donor, prospect, and sponsorship data into Salesforce.
3. CORE COMPETENCY: Reconcile gifts and pledges monthly with the Director of Finance.
4. CORE COMPETENCY: Assist with planning and execution of Advancement events, including but not limited to, annual fundraising event (CSCOE Bash) and other donor stewardship and solicitation events.
5. CORE COMPETENCY: Track gifts and ensure timely pledge fulfillment.
6. Maintain strict confidentiality in respect to advancement planning, donor records, financial reports, and any other information requiring discretion.
7. Maintain and update procedures for all department gift-processing functions in Salesforce as well as training staff as needed.
8. Design reports and dashboards to track various aspects of fundraising outcomes and projections.
9. Assist with and produce necessary reports, minutes, and other materials for Board and Advancement Committee meetings.

10. Produce and send timely and appropriate donor acknowledgements.
11. Produce reports and mailing lists for solicitations, events, and correspondences.
12. Assist with prospect research and creation of donor profiles.
13. Maintain Advancement calendar.
14. Assist in preparation of annual impact report, Good News newsletter, and other donor communications.
15. Assist with scheduling of meetings and related Advancement activities.
16. Other administrative duties as assigned.

Qualifications

1. Bachelor's degree or equivalent combination of education, training, and experience working collaboratively with Advancement and/or Executive teams.
2. Minimum of three years' experience in a dynamic office environment, with administrative management responsibilities.
3. At least one year experience with relationship-management system. Knowledge of Salesforce preferred.
4. Knowledge of fundraising practices and experience in a development setting.
5. Executes independent action and organizes own work.
6. Accomplishes responsibilities with minimum supervision.
7. Meets established deadlines with ability to handle multiple projects.
8. Keeps abreast of new technology and changes in office and records administration.
9. Exudes positivity and energy and visibly displays behaviors congruent with leadership-level values and performance expectations.
10. Flexible and able to respond to multiple demands.
11. Strong organizational, administration, and interpersonal communication skills, and attention to detail.
12. Works closely with Advancement team to facilitate good communications and information-sharing while maintaining a high level of confidentiality.
13. Works well in the integration of technology, data management tools, and integrated IT platform systems to qualify and quantify work.
14. Technology literate (computer, office equipment, mobile communications), including aptitude with Microsoft Office, Excel, etc.
15. Familiar with and willing to leverage AI in all elements of the job.
16. Excellent oral and written communication skills.

To Apply

Please send a cover letter, resume, and three references to Jane Flanders at janevlenders@cscoc-mn.org.