



JSERRA CATHOLIC HIGH SCHOOL

FAITH. INTELLECT. CHARACTER.

ANNUAL FUND COORDINATOR

Reports To: Director of Advancement

Job Status: 12 month, full-time, exempt

Salary Information: Salary will be commensurate with experience. Full benefits and a 401(K) retirement savings program included.

Description: JSerra is seeking a detail-oriented individual to coordinate all aspects of the school's annual fund, database management, and gift acknowledgement processes from beginning to end, with an eye for both operational effectiveness and donor cultivation. The ideal person will be an effective problem-solver with strong interpersonal skills and experience working in a non-profit fundraising environment.

RESPONSIBILITIES

- Lead a comprehensive annual appeal program by developing strategies to incorporate parent and student alumni groups, e-campaigns, giving societies, and new donors while increasing average gift amounts.
- Plan and implement multiple direct mail and video solicitations annually, with a high degree of customization and emotional appeal.
- Serve as an active prospect identifier, targeting potential donors for personal visits and moving annual donors upward in the giving pyramid.
- Make creative connections between and among people, events, programs, and their associated circles and areas of interest.
- Prepare reports and communicate progress of the annual fund to the president and advancement team.
- Assist in the creation of the Annual Report, working closely with the Marketing & Communications department to produce an accurate listing of all annual donations to the school.
- Work closely with the Business Office to accurately reconcile revenue numbers.
- Raise funds for select special projects and events in collaboration with school leadership.
- Assist with the management of donor database (Raiser's Edge) and processing of gift acknowledgement letters for all fundraising efforts.
- Collaborate with colleagues on all advancement initiatives – golf outing, benefit dinner, annual fund, capital campaign, and donor events.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent interpersonal communication skills
- Highly organized and procedural thinker
- Track record of success working in a team environment
- Ability to assist with event planning and execution

EDUCATION & EXPERIENCE

- 2 years of professional experience in non-profit fundraising and database management

- Bachelor's degree
- Proven ability to manage tasks and meet deadlines with minimal oversight or supervision
- Proven ability to manage large amounts of information with accuracy

SPECIAL QUALITIES & CHARACTERISTICS

- Passionate for the mission of JSerra (i.e. the integral formation of students' faith, intellect, and character)
- Deep appreciation for the Catholic faith and a commitment to the teachings of the Church
- Strong initiative and desire to work in a highly collaborative environment
- Superior rapport with parents, students, and staff