

**Basilica of Saint Mary
Position Description**

Title: Development Coordinator
Status: Exempt
Reports to: Director of Development
Department: Development

Date: April 23, 2021
Annual Schedule:
Hours / Week: 40
Months / Year: 12

Purpose of Position:

Support the vision, mission and values of The Basilica of Saint Mary and The Basilica Landmark by conducting prospect research, managing the constituent database, executing fundraising appeals and developing donor cultivation strategies.

Scope of Position:

- Reports to Director of Development.
- Director of Development assigns work and manages performance.
- Supervises the Gift Processor.

Position Qualifications:

As a “Traditional Church with a Modern Message,” a high level of comfort with the mission of The Basilica is vital, along with an understanding of the mission of The Basilica Landmark. Must have a demonstrated commitment to working in a collaborative environment.

- College degree and experience in a development office, non-profit setting or comparable experience.
- Prospect Research experience.
- Database management experience specifically Raiser’s Edge 7 (RE7) / RENXT or comparable database management software.
- Capital Campaign experience preferred.
- Strong analytical skills.
- Strong interpersonal and organizational skills.
- Excellent written and oral communication skills.
- Project management skills.
- Proven ability to work independently.
- Ability to maintain confidentiality about prospect and donor research, and other department discussions.
- Ability to work with a variety of people and work styles in a small office environment.
- Experience with grants a plus.

Primary Functions / Duties and Major Activities:

Develop and implement research strategies and set priorities to prepare for annual appeals and future capital campaigns

- Work with the Director of Development to update and implement a research plan with priorities, timeline and budget.
- Responsible for identifying prospective major and leadership donors for annual appeals and Capital Campaign efforts by using publicly available resources and subscription services including LexisNexis, WealthEngine, Omatic.
- Responsible for coding, managing and generating reports for all prospect lists.
- Maintain prospect and proposal fields in database.

- Enter all information gained through research in RE7 / RENXT to maximize search ability.
- Invite and encourage development and parish staff to assist with critical data collection.

Work with the Director of Development, Pastor/Rector, Gift Officers and other staff to develop and implement cultivation and closing strategies for major / leadership donors and prospects

- Continuously identify and assign new prospects to development officers' pipelines and optimize the prospect/donor pool through a regular portfolio review process.
- Assist with determining what contacts, meetings, proposals and follow-up are needed for donor and prospect cultivation.
- Assist with scheduling and facilitating donor / prospect appointments as needed.
- Assist the Director of Development with review of current cultivation activities, and suggest new events and/or projects.
- Prepare prospect/donor bios of key constituents attending to Development events.
- Evaluate event attendees to identify future leadership and major donor prospects.
- Generate mailing lists for all relevant department mailings and code accurately in RE7 / RENXT database.

Coordinate all appeals (print and electronic) to create the case and the stories that invite people to donate to The Basilica of St. Mary, Saint Vincent de Paul, and The Basilica Landmark

- Manage appeal timeline, ensuring appeals are on time, on budget and all fundraising goals are met.
- Maximize campaign results by implementing current fundraising trends, as well as data driven analysis of past successes and failures.
- Collaborate with fellow development staff, contracted designers, writers and printer to produce all appeal collateral, including envelopes, letters, brochures and gift commitment forms.

Manage all appeal segmentation, prospect list management and appeal reporting to maximize donor database and to ensure fundraising success for the parish and the Landmark.

- Develop and produce queries, donor profiles, dashboards, action tracks, custom reports, and mailing lists to support the work of development officers and to help the development department achieve its goals for all campaigns and appeals.
- Prepare appeal lists and appeal reports that include ask amounts and assigned solicitors.
- Prepare prospect memos for Pastor/Rector, Director of Development, Development Officers, other staff members and visit volunteers as needed.
- Run reports on annual appeal and capital campaign status. Communicate with staff and volunteers to keep them updated on campaign progress.
- Oversee data entry, gift processing and gift acknowledgment and ensure best practices are followed.
- Establish coding protocols consistent with past campaigns, and train staff to use these coding systems.
- Oversee "Past Due" communications.

Lead the research and writing of 1-2 grants a year

- Conduct research and coordinate with Basilica staff to prepare and submit grants.
- Complete all necessary reports and follow-up communication with grant providers.

Administrative Duties

- Oversee the work of the Gift Processor to ensure timely production and distribution of gift commitment reminders, envelope lists, invoicing and past due reminders.
- Maintain necessary queries in RE7.
- Work closely with and coordinate data projects with the Database Administrator.
- Assist with year-end donor report mailing (November/December), invitation and appeal mailings.
- Prepare annual tax letters and mail to donors each January.
- Provide back-up assistance for gift processing and other record keeping.
- Provide RE7 assistance to development staff as needed.

Basilica of Saint Mary – Staff Responsibilities

- Participate in weekly major gift strategy meetings and Development staff meetings.
- Attend Basilica “All Staff” meetings.
- Provide timely response to emails and voicemails.
- Take on additional responsibilities as assigned by the Director of Development.

Mental Demands

- Possess good people and listening skills.
- Able to follow instructions; work independently on routine and regular responsibilities to accomplish tasks within appropriate deadlines.
- Possess the ability to recognize the need for and to maintain confidentiality.
- Work well with others while maintaining a positive and helpful attitude at all times, even high intensity times.

Physical Demands

- Work 40 or more hours per week when needed.
- Able to lift 25 pounds.
- Able to walk up and down stairs.

Designation of essential functions

*Employment in and by the Church if substantially different from secular employment.

Church employees must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position *does not* require that the employee be a Catholic. It is expected, however, that non-Catholic employees will respect Catholic doctrine and religious practices. Reasonable accommodations for the religious practice of non-Catholics will similarly be provided.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization’s needs change, my job description will change.

Signature of Employee _____ Date _____

Supervisor: I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor _____ Date _____