



Capital Campaign Coordinator Position Description

About the Organization

St. Francis of Assisi Catholic School provides outstanding Catholic education for 500+ students in pre-school through eighth grade. Nestled in the hills of Yorba Linda, St. Francis is a unique, tri-parish school serving the surrounding communities. Students of all backgrounds and faiths are welcome to experience the comprehensive Catholic education of mind, heart and spirit. As witnesses to the Gospel, parents, teachers and administration strive to educate and develop each student to reach his/her potential spiritually, intellectually, emotionally, socially and physically.

St. Francis of Assisi Catholic School is seeking a part-time development professional to serve as the Campaign Coordinator for a recently-launched capital campaign. The multi-phase campaign will result in additional academic, athletic, artistic and administrative facilities to meet the growing enrollment demands of the school. The Campaign Coordinator will collaborate with administration, volunteers and donors to ensure the timely and successful completion of the campaign.

Responsibilities

- Serve as lead capital campaign staff for volunteers and administration
- Prepare necessary materials and assist in scheduling meetings with donors for Administrators and Volunteers
- Provide support for Campaign Council meetings and events related to the campaign by preparing agendas, managing communication, set-up and so forth
- Manage donor stewardship including naming opportunities and donor gifts
- Coordinate prospect research (including grant opportunities) and prospect management as it relates to the campaign
- Maintain accurate donor records in DonorPerfect and ensure data integrity
- Administer and process all donor gifts including acknowledgement letters (in DonorPerfect)
- Generate and mail pledge reminders
- Run, review and prepare weekly campaign reports and queries in DonorPerfect
- Reconcile all gifts on a weekly basis with the Business Office
- Liaison with DonorPerfect and other development-related vendors
- Assist with the development of capital campaign communication and materials including, but not limited to, presentations, mailings, brochures, and newsletters
- Manage administrative needs (filing, supplies, etc.) as well as ensure integrity of database protocol, campaign policy and procedures and financial transactions
- Other duties as assigned

Qualifications

- Bachelor's Degree preferred or equivalent work experience in fund development
- Minimum 3 years of administrative experience in a fast-paced environment
- Experience in fundraising and volunteer management
- Experience with donor management database (DonorPerfect)
- Proficient in Microsoft Office and Google Docs
- Must be flexible with ability to work independently and within deadlines, think strategically and be detail-oriented
- Excellent written and oral communication skills, team player attitude, strong time management and organizational skills
- Strong interpersonal skills with ability to maintain professional demeanor and confidentiality
- Willing to work nights and some weekends in support of campaign meetings and events

Characteristics

- Commitment to the Catholic mission of St. Francis of Assisi School and the "Spirit of St. Francis."
- Leadership, integrity and vision.
- A resourceful, responsible individual who is able to work successfully with limited resources.
- An emotionally mature and dependable person.

Terms

Part-time, non-exempt hourly position

Compensation

Commensurate with experience

Application Procedures

Qualified applicants should email a cover letter and resume to:

Cindy Beyl and Rene' Thompson
rthompson@sfayl.org

Direct all correspondence to the email address indicated above. No calls directly to St. Francis of Assisi Catholic School.