



Advancement Coordinator *Position Opportunity & Description*

Job Title: Advancement Coordinator

Reports to: President

Position location: Toledo, Ohio

Position Purpose:

The Advancement Coordinator is responsible for the coordination of activities and programs of the Advancement Office at St. Ursula Academy in addition to supporting the President. The Advancement Coordinator organizes and ensures the smooth functioning of the day-to-day fundraising and advancement operations of SUA. The Advancement Coordinator will report to the President and work closely with the Director of Advancement and Director of Alumnae and Donor Relations. The position also serves as the primary support link between the President and the Board of Trustees.

Mission:

The mission of St. Ursula Academy is to educate young women to develop their spiritual, intellectual, physical, and emotional well-being in light of the values found in the Gospel and reflected in the life of St. Angela Merici.

Core Responsibilities:

1. Supports and promotes the mission, vision and core Ursuline values of St. Ursula Academy that are an integral part of our school community.
2. Supports the Strategic Plan as indicated.
3. Works with the President and Advancement team to implement St. Ursula Academy's Advancement Plan including planning and executing special events, activities and mailings (holiday cards, event invitations, annual fund appeals, etc.).
4. Provides administrative support for events that bring together potential or current donors and the President, students, parents and staff (e.g. Grandparent Mass and Breakfast, Serata di Gala, Monte Carlo Night, Donor Appreciation events).

5. Provide staff support to the Board of Trustees and Foundation Board including meeting coordination, minutes, correspondence and Board Committee support.
6. Monitor and track scholarship applications, process all scholarship evaluations for scholarship renewal.
7. Regularly participate in and support SUA organization-wide programs and events. (i.e. Open House, Visitation, Serata Di Gala, Alumnae Reunion, Electric Run)
8. Develops healthy and productive relationships with all internal stakeholders and departments.
9. Performs all other duties as requested by the President.

General Information:

- Bachelor's degree preferred
- 1-3 years experience in efficient information and database coordination
- Team player with demonstrated ability to work collaboratively and maintain positive working relationships, respect rights of others
- Highly organized
- Excellent written, verbal and interpersonal skills
- Computer proficient; knowledge of Blackbaud's Raiser's Edge a plus and Microsoft Office products such as Outlook, Word, Excel and Powerpoint
- Demonstrate initiative and accept accountability; effectively manage time and communicate and respond to inquiries in a timely manner
- Should be accessible for activities before and after normal work hours including weekends, as needed
- Must possess skills necessary to efficiently plan and implement activities within policies and procedures
- Enthusiastic attitude towards St. Ursula Academy

The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not to be construed as an exhaustive list of duties performed by the incumbent.

Hours: 20-25/week; more at peak event times and less during non-peak event times. Hourly Pay. Non-exempt position (hourly pay) not eligible for benefits.