



DEVELOPMENT COORDINATOR

This is currently a .75 FTE. This position may be promoted to permanent and/or FTE with pay increase if financial goals are accomplished 110%

RESPONSIBILITIES:

Individual Giving and Donor Relations

Create a Corporate and Individual Giving Program that generates a minimum of \$150K annually. Unique themes, timelines and giving tools shall be developed to ensure mailings, giving campaigns are consistent on line, in print material, on multiple social media platforms and in person.

Donor stewardship strategy should be implemented in order to enhance giving, broaden audience and enhance messaging campaigns year-round. A community strategy should also be created which educates and engages audiences of prospective students and the general community.

Auction Coordination

Coordinate all aspects annual fundraising auction responsible for raising \$200K. Individual will work year-round to promote participation, sponsorships, item acquisition and volunteer coordination. This position is also responsible for the post-auction review, follow-up and final reporting.

Event Coordination

Maintain and augment diverse aspects of TCP fundraising such as golf tournaments or other fund-raising events. New and existing events should generate at least \$50,000 per year.

Database Management

Ensure comprehensive and accurate donor acknowledgement program. Implement strategies which offer high-touch experiences with current and prospective donors. Utilize diverse marketing to enroll and engage unique and new donors.

Grant or Proposal Writing

Develop, seek and prepare proposals that result in a minimum of \$75,000 per year for TCP programs.

Marketing and Philanthropic Development

Develop year-round promotional program that ensures adequate development goals are accomplished allowing for the maintenance and expansion of programs at Tri Cities Prep. Create and implement a marketing calendar that includes press releases, ongoing education and connecting students and success stories to donor database.

Perform related duties as needed and assigned

REQUIREMENTS:

- Bachelors degree or equivalent education/experience.
- Five or more years of experience in fundraising and/or event planning/experience working with donors, patrons, staff members, church and communities.

ADDITIONAL REQUIREMENTS:

- Excellent verbal, organizational, and written skills.
- Ability to work independently as well as part of a team.
- Possess excellent computer and database management skills; MS Excel proficiency.
- Highly organized with great attention to detail.
- Ability to regularly work evenings and weekends.
- Some over-time may be required.

DESIRED:

- Knowledge of donor database and reporting systems.
- Dedicated to pursuit of private education and/or catholic church
- Opportunity to increase position to full time
- Desire for additional responsibility and promotion within the Tri-Cities Prep leadership team