



Development Coordinator

Reports to: Director of Development

This position provides critical support to the entire Development team and the President.

Responsibilities:

- Donor data management using Salesforce
 - Manage all data entry of donations and donor demographics, process gifts/pledges, send all acknowledgements, manage digital and hard copy records for back up of acknowledgements
 - Support development director in preparing quarterly Board of Trustee reports
 - Generate donor list, proof and work with team to finalize Annual Report for design and distribution
 - Reconcile donations to business office/accounting records
 - Manage credit card processing and systems
 - Manage multi-year pledge schedule, payments and follow up with donors
 - Generate all supporting documentation needed from development for the annual financial audit
 - Manage Board member thank you notes
 - Generate year-end donor letters, summarizing annual giving
 - Confirm donations through corporate gift matching systems
- Event support
 - Manage RSVPs for all Cristo Rey St. Martin (CRSM) events
 - Using Salesforce, generate invite lists for all events, ensuring alignment with development goals
 - Using Salesforce, generate sponsorship solicitation lists and letters
 - Manage check in/out at events, and/or train appropriate staff/volunteers
 - Work with event planning team to ensure we capture all revenue and donor information
 - Manage the collection of all event revenues and ensure data is captured in Salesforce
- Communications
 - Work with communications manager and Development Team, providing ongoing support for updating CRSM social media and online communication
 - Support development team for mailings (annual report, annual appeal, Christmas Cards, events), and generate lists based on agreed upon criteria

Required Skills/Experience

- Bachelor's degree
- Passionate about education, CRSM mission, and a willingness to be a CRSM community advocate
- Strong work ethic, great sense of humor and attitude, and the ability to effectively explain new ideas
- Computer literate, especially with Customer Relationship Management systems (Salesforce), OneCause, Click and Pledge, WordPress and MS Office or Apple equivalent software
- Ability to manage projects, work independently, set priorities, and complete work on time and accurately
- Ability to work on several projects at one time
- Strong writing and communication skills, and attention to detail

Position open until filled. Please send resume and references to Reese Marcusson, Director of Development, at reesemarcusson@cristoreystmartin.org.