

Development Coordinator

The de Paul School is seeking qualified candidates for the position of Development Coordinator.

The de Paul School is a fully accredited independent and non-sectarian special school which serves students in kindergarten through eighth grade school. We were founded in 1970 to serve children with learning disabilities such as dyslexia and ADHD. The mission of de Paul is to teach students with learning disabilities how to learn, how to be independent, and how to be successful.

Our Core Values: Dignity, Respect, Compassion, Restoration, and High Expectations

Job Purpose

The Development Coordinator provides necessary technical support to all development efforts and assists in the coordination of a comprehensive program:

- Maintain database, including constituent records, process all gifts, provide queries for analysis.
- Manage development operations, including mailings, records, and event logistics.
- Coordinate volunteer and development efforts in major events and annual fundraising.
- Coordinate and execute communications with various constituencies.

Duties and Responsibilities

- Track, manage, and update philanthropic solicitations, pledges, contributions. Create constituent reports and queries in Raiser's Edge.
- Reconcile gifts monthly with Finance Office.
- Prepare mailing data and materials such as acknowledgment letters, solicitations, and e-blasts and execute in a timely manner.
- Support annual Gala event platforms and logistics and other special event needs.
- Attend various committee meetings, take minutes/notes and prepare for distribution.
- Other duties as assigned by the Chief Development Officer.

Qualifications include:

- Raiser's Edge experience required; proficiency preferred. Working knowledge of Raisers Edge to Financial Edge Integration. Raiser's Edge NXT desired.
- Proficient computer skills, including Microsoft Office and knowledge of donor data bases, eblast formats, social media posting.
- Highly detail-oriented, creative, and flexible in a fast-paced environment.
- Bachelor's degree or applicable experience with non-profit experience preferred.
- Excellence in organizing projects, with the ability to manage multiple responsibilities, and meet deadlines with grace under pressure.
- Ability and willingness to work independently.
- Strong interpersonal skills. Must maintain a level of professionalism and confidentiality of constituent information.

Working Conditions

This job requires the staff person to be available to faculty, staff, and outside

donors/constituents. Some weekend and weeknight work is required, occasionally. Some work may take place off-site.

Physical Requirements

This job requires some standing and lifting light objects, as needed for event planning and coordination.

Legal Requirements

All employees of The de Paul School must pass required criminal record checks and appropriate background checks, including proof of academic credentials.

The de Paul School does not discriminate on the basis of race, religion, ethnicity, age, gender identity or expression, sexual orientation, national origin, genetics, or disability in the administration of its policies, procedures, and programs.

To apply, please send cover letter and resume to business@depaulschool.org.