THE BASILICA OF SAINT MARY

Position Description:

Development Operations Coordinator

Date: March 7, 2025
Date of Hire:
Employee Name:
Department: Mission Advancement
Supervisor: Principal & Major Gift Officer
Status: Full-Time, Exempt
Duration: Temporary through December 2026, with the possibility of permanent employment after the term ends.
Hours/ Schedule: 40 hrs/ week, Monday – Friday. Some evening and weekend work required for special events and presentations.

PURPOSE OF POSITION

The Development Operations Coordinator is a full-time member of The Landmark Basilica team, providing key support to the fundraising effort for the future restoration of the Basilica of Saint Mary.

SCOPE OF POSITION

The Development Operations Coordinator will work with various internal teams, and with external volunteers, prospects and donors, to ensure the campaign's success. The Development Operations Coordinator will ensure that campaign operations are maximized, with a focus on excellent donor stewardship.

POSITION QUALIFICATIONS

Knowledge, Skills, and Abilities

- CRM experience (Raiser's Edge/NXT preferred)
- Strong knowledge of Microsoft Office program suite
- Experience with event production
- Strong written and verbal skills
- A high level of organizational ability, attention to detail and the ability to manage tight timelines
- A donor-centered orientation, demonstrated by the ability to anticipate, prioritize and respond to the needs and expectations of donors
- One year experience in a related work environment
- Accountability

Physical Demands

- Work 40 or more hours per week when needed.
- Able to lift up to 20 pounds.
- Must be able to stand for extended periods.
- Able to walk up and down stairs.

Mental Demands

- Ability to think strategically.
- Ability to work independently with minimal supervision and accomplish tasks within appropriate deadlines.
- Possesses good people and listening skills.
- Ability to work as an integral part of a team.
- Respects and values a diverse culture.
- Works well with others and has a positive and helpful attitude, especially in times of high intensity.
- Ability to maintain confidentiality.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required for the position.

PRIMARY FUNCTIONS AND MAJOR ACTIVITES

1. Operations and Administration (35%)
    - Track incoming campaign gifts and commitments and ensure all key stakeholders are notified of incoming gifts
    - Manage campaign progress reports and activity reports
    - Produce and send pledge reminders
    - Reconcile fundraising reports with business office revenue reports
    - Assist with mailings and other correspondence
    - Produce and send acknowledgements for campaign pledges and gifts
    - Assist with follow up after donor visits
    - Ensure that donors receive proper recognition and benefits
    - Participate in stewardship activities

2. Pipeline Management (20%)
    - Prepare and maintain up to date prospective donor lists
    - Conduct research and prepare bios and briefings
    - Assist gift officers and campaign volunteers in tracking fundraising activity
    - Work with the annual fund team to plan and execute public launch appeals

3. Campaign Committee Support (10%)
    - Fulfill requests for information and materials

- Monitor and record activity in NXT for committee members
- Organize meetings and keep committee updated
- Coordinate requests for research

4. Communications (20%)
    - Organize and update campaign materials
    - Liaison with Comms team to produce campaign collateral, including monthly e-updates, video production
    - Work with leadership to organize quarterly Zoom update for leaders and donors

5. Events (15%)
    - Plan and execute small campaign-related events

Exempt: Be ready to work and complete all assigned responsibilities and accept additional responsibilities identified (as needed) by your supervisor.

Designation of Essential Functions

Employment in and by the Church is substantially different from secular employment.

Church employees/volunteers must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. This position does not require that the employee/volunteer be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose, and teachings of the Catholic faith.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee _____ Date_____

Supervisor: I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor _____ Date_____