



**DEVELOPMENT COORDINATOR**  
**OFFICE OF DEVELOPMENT**

**Mission Statement:** *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

**Villa Maria College Core Values:** *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

**POSITION SUMMARY:**

Under the direction of the Vice President for Development, the Development Coordinator provides support for fundraising operations. The Development Coordinator is responsible for the following: database management, gift processing, and prospect research. The Coordinator will also provide support for Special Events, and working with the Communications Department, update and maintain Alumni social media platforms.

**ESSENTIAL RESPONSIBILITIES:**

- Handle data entry and gift processing, including donation acknowledgments;
- Run daily, weekly, monthly, and annual reports;
- Routinely examine and cleanse current data records to maintain database integrity;
- Update and maintain all electronic donor files;
- Comply with College policies and procedures to ensure donor confidentiality;
- Assist with the creation and maintenance of data entry processes and procedures;
- Coordinate bulk mailings for all fundraising campaigns, Development, and Alumni events;
- Maintain the Development department’s calendar for mailings, events, and grant deadlines;
- Gather information on alumni from faculty and staff, and update alumni records;
- Assist with identifying and researching new and existing donor prospects and gathering information regarding philanthropic interests, giving capacity, etc.;
- Assist with identifying and researching potential facility rental clients;
- Research foundations and grant opportunities;
- Assist with coordination and implementation of fundraising, donor engagement, and stewardship events;

- Working with the Communications office, regularly update the Alumni Facebook page and other alumni social media platforms;
- Collaborate with other departments on campus and perform other duties as required.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

**ESSENTIAL QUALIFICATIONS:**

- Minimum, Associates degree, Bachelor's degree preferred;
- Knowledge of database/CRM management;
- Knowledge of Microsoft Office;
- Understanding of, sensitivity to, and respect for the diverse college community;
- Demonstrated project management skills;
- Effective communication skills;
- Professional and pleasant demeanor;

**ESSENTIAL FUNCTIONS:** General environment requires this employee to use manual dexterity and flexibility. Incumbent must have the ability to navigate around the Campus to various buildings and off Campus events, as needed. This work may include time spent typing, writing, standing, bending, twisting, walking, including up and down stairs, lifting and carrying up to 40 pounds, ability to handle physical/weather related elements of being outdoors and indoors, when necessary.

*Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.*

**APPLICATIONS MATERIALS:**

- Cover Letter
- Resume
- Application

**VILLA MARIA COLLEGE INCLUSION STATEMENT**

*At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.*