

**Job Title: Annual Fund Coordinator****Location:** Donnelly College, Kansas City, KS**Full/Part Time:** Full-Time**Exempt/Non-Exempt:** Exempt**Position Reports to:** VP of Advancement**About Donnelly**

Donnelly College, located in the heart of Kansas City, Kansas, is a Catholic institution of higher education founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class with a special concern for those who might not otherwise be served. Today, Donnelly continues that tradition by providing the most accessible and affordable Catholic college education in the country. Our community participates in the mission of Jesus Christ in our time by making the love of God tangible in our world. Through a strong core curriculum and general education, Donnelly College offers programs leading to bachelor's and associate degrees and certificates. Donnelly's office hours are Mon-Fri, 8:30a-4:30p, and the college offers a full range of benefits and a generous PTO policy. To find out more, please visit [www.donnelly.edu](http://www.donnelly.edu).

**Job Summary**

The Advancement Division works to strengthen the College through fundraising and outreach that furthers the College's goals and vision. The Annual Fund Coordinator position is an integral member of the Advancement team, which works to raise nearly \$1.5 million annually, as well as funds for additional capital, endowment and special projects. This role requires an individual who is an excellent communicator to various audiences, as well as creative, organized and attentive to detail. The Coordinator should also excel at discovering and telling mission-impact stories, managing projects and working both independently and as part of a team.

**Responsibilities****Event Planning (50% of workload)**

- Lead event planning logistics for all Advancement department fundraising and stewardship events.
  - There are two primary annual fundraising events: SHINE, Donnelly's largest annual fundraising event held in fall, and 1Day4Donnelly, Donnelly's annual 24-hour giving event held in early March.
  - Stewardship events may include donor appreciation events, grand openings, campaign events, etc.

**Annual Appeals & Donor Engagement (30% of workload)**

- Lead creation of two annual direct mail appeals (December and June) according to the Direct Mail Strategy/Plan. This includes crafting the appeal message and coordinating with graphic designer and printer through the visual conceiving to printing stage.
- Lead additional non-mailed appeals, which vary annually and may include Staff Appeal, Giving Tuesday, etc.
- Lead stewardship activities for annual fund donors (\$1,000 and below), including crafting gift acknowledgment letters, making donor calls, organizing student/staff thank you notes or other donor engagement activities.
- Document constituent interaction in database records (contact information, notes, actions, etc.).
- Write, design and send email communications to alumni and donors.

**Administrative (20% of workload)**

- Regularly update the Annual Fund Manual, outlining activities and documenting performance trends over time.
- Track dept. expenditures, help set future budget requests, complete purchase orders and monthly reconciliation.
- Manage part-time student employee(s) in the department, as well as volunteers involved with appeals/events.
- Assist with alumni relations outreach plan, including annual outreach to current students.
- Coordinate with others on campus to manage Donnelly's participation in external events.
- Assist VP of Advancement with Board committee meeting preparation and hospitality.
- Occasionally represent Donnelly at networking and outreach functions, which may fall outside business hours.
- Flexibility to work occasional evenings or weekends, as needed.
- Serve on institutional committees and provide additional admin support, as needed.



### **Qualifications**

- Bachelor's degree.
- Excellent interpersonal and communication (written, verbal, and presentation) skills.
- Exceptional organizational skills and attention to detail.
- Proven ability to be a self-starter and help lead a team.
- Preference given for experience with: Raiser's Edge constituent database, advancement field, higher education, writing experience, and the Greater Kansas City region.
- Committed to diversity and serving a diverse population.
- Philosophically aligned with the mission and values of the College.
- Practicing Roman Catholic preferred or able to support Catholic identity.
  - For more information on Catholic identity please use the link <https://www.donnelly.edu/staff/careers> > Click "Questions" and review the article "Catholic Teaching on Special Issues of Concern"
- Must be able to pass a background check and complete VIRTUS Training through the Archdiocese of Kansas City in Kansas.

### **How to Apply**

Please email the following to [hr@donnelly.edu](mailto:hr@donnelly.edu) with your last name and the job title in the subject line.

- Cover Letter
  - How do you understand the Donnelly College mission and how would you contribute to it. ([See Donnelly's mission, vision and values here.](#))
- Resume reflecting education and professional background
- Names and contact information of three professional references