



Annual Fund Coordinator

Location: Donnelly College, Kansas City, Kansas

Full/Part Time: Full-Time

Exempt/Non-Exempt: Non- Exempt

Position Reports to: Vice President of Advancement

About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution 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 special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success, and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor and associate degrees and certificates. To find out more, please visit www.donnelly.edu.

Job Summary

The Advancement Division works to strengthen the College through fundraising and outreach that promotes the College’s goals and vision. This position is responsible for Annual appeals and events to support the College’s fundraising objectives. This opportunity requires an individual who has strong project management skills, is attentive to details, extremely organized, an excellent communicator, works well within an annual calendar of deadlines, manages time well, able to work independently or as a team, collaborates and communicates well with others, seeks excellence and values the mission of Donnelly College.

Responsibilities

Fundraising and Engagement

- Serve as integral member of the Advancement team with the primary goal of raising funds through new and existing donor prospects (individual and corporate).
- Manage a portfolio of prospects and current donors through the cultivation process leading to the successful solicitation and securing of gifts.
- Execute an annual cycle of meaningful opportunities for current and prospective donors, alumni and community members to engage with Donnelly College through appeals, events, and other activities that are meant to raise funds and introduce individuals/organizations to Donnelly.
- Manage the fundraising process for SHINE, Donnelly’s largest annual fundraising and marketing event. This includes coordinating and soliciting gifts of support and sponsorships from corporate and individual investors, as well as creating and working with a volunteer donation solicitation committee.
- Craft message, and coordinate design and execution of written appeals, which may include Holiday Appeal, Spring Appeal, Internal Staff Appeal, as well as targeted donor cultivation events and correspondence.
- Plan and implement annual donor, alumni and community relations events such as State of the College, Gratia and roundtable breakfast/lunches, etc.
- Represent Donnelly publicly at networking and outreach functions, occasionally on evenings and weekends.

Administrative

- Assess and analyze Annual Fund performance by activity and refine overall Annual Fund & Stewardship plans.
- Develop & Manage Alumni Relations outreach plan, including annual outreach to current students.
- Monitor data, records and lists to ensure accuracy.
- Provide detailed updates to donor records to reflect all donor interactions.
- Assist with special development projects as needed.
- Serve on institutional committees and other duties as assigned.
- Flexibility to work some evenings or weekends, as needed.
- Other duties as assigned.

Qualifications

Qualifications for the Annual Fund Coordinator position include the following:

- Bachelor’s Degree.
- Minimum two years of proven Advancement/Development experience with constituent relations, direct solicitation, mailed appeals and/or event sponsorships.
- Proficiency with Microsoft Word, Excel, Outlook, research tools. Experience with Raiser’s Edge and Weebly, a plus.
- Must pass background check and complete upon hire VIRTUS Training through the Archdiocese of Kansas City in Kansas.
- Philosophically aligned with the mission and values of the College to engage and support our Catholic identity, practicing Roman Catholic preferred.

How to Apply Please e-mail your cover letter and resume to hr@donnelly.edu with **Annual Fund Coordinator** in the subject line.

Donnelly College is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of a person’s sex, race, color, creed, religion, age, national origin, ancestry or disability.