



Job Title:	Coordinator, Advancement Stewardship and Systems	Position Type:	Full-time
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Reports To: Vice President of Development

Job Description

Position Summary:

The Coordinator of Advancement Stewardship and Systems is a member of the Development team, and has strong relationships with organization leadership, leadership volunteers, and staff who manage Grace Hill’s community development programs.

The coordinator:

- assures corporate, foundation, and major donor funding resource records and activities are entered accurately and expediently in the agency’s constituent relationship management software, Raiser’s Edge;
- assumes responsibility for consistent and attentive stewardship of the agency’s development relationships with its funders and volunteers, to assure that Grace Hill demonstrates its culture of respect and gratitude;
- sustains the momentum of development activity calendars, including annual fund solicitations, including direct mail and other social media methods;
- works with development and program staff to create replicable standing and ad hoc reporting for internal and external audiences;
- guides development office functions, including budget process planning, invoicing, materials acquisition, inventories, and publications;
- demonstrates intellectual curiosity about issues related to Grace Hill’s mission and the communities that Grace Hill serves, with a strong sense of cultural competency and a desire to work in diverse, urban neighborhoods; and,
- participates, and sometimes leads, the development team on various events and initiatives, including publication and media strategies, and external partner initiatives.

Job Requirements and Qualifications:

Minimum Required Education:

Undergraduate degree from an accredited 4-year university or college in a program with strong emphasis in critical and analytical thinking.

Minimum Required Experience:

Minimum of five years of experience with various functional modules (which may include appeal management, relationship tracking, volunteer records, event creation and tracking, prospect proposals and research, honor/memorial, etc.) of constituent relationship management software, preferably Raiser’s Edge. Demonstrate advanced competencies in gift acceptance procedures and tax code compliance knowledge. Working knowledge of prospect research best practices. Department office operations administration. Working knowledge of, and experience with, the functions and practices of a successful, ethical, and conscientious nonprofit development department.

Other Skills Required:

- Excellent organizational skills, including the ability to work productively and make informed decisions.
- Ability to effectively manage multiple tasks with various internal and external partners with accuracy, patience, and attention to detail.
- Ability to effectively communicate information and ideas, both orally and in writing.
- Ability to effectively communicate and interact with individuals involved in all aspects of programming –grantors, funders, partner agencies, members of the community, and coworkers.
- Ability to foster project teamwork; support the training and participation of administrative staff in development activities, including but not limited to IT, Finance, Human Resources, Operations, and Communications;
- Ability to maintain strict donor and client confidentiality.
- Proficient in using Microsoft Office applications (Microsoft Word, Excel and PowerPoint), and confidence in learning stand-alone software and apps as needed.
- Displays courtesy, tact, consideration and discretion in all interactions with grantors, funders, members of the community, and coworkers. Maintains a pleasant demeanor and works in good faith to improve internal and external relationships.

Supervisory Responsibilities:

Volunteers.

Fiscal Responsibilities:

None.

Working Conditions / Environment:

Normal office conditions.

Standard workweek hours are Monday through Friday, 8:00am – 5:00pm, with occasional training and development events outside standard hours.

Occasional lifting of supplies and materials up to 25 lbs.

Willing to participate in professional development experiences throughout the year, to include industry conferences.

Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive of those commonly associated with this position:

Telephone, copier, fax, personal computer, common application software

Essential Duties and Responsibilities:

1. Steward relationships with donors and volunteers by keeping timely and accurate records in Raiser's Edge and on agency shared drives.
2. Guide and operate gift and volunteer acknowledgement initiatives, using mail, social and recognition options.
3. Assure Annual Fund planning and programming stays on pace and message; direct media-based solicitations.



4. Assist the Vice President of Development and the Development team to create the annual budget and project plan.
5. Develop and generate standing and ad hoc reports for internal and external constituencies; generate standing reports without direction for review in advance of deadlines.
6. Assure the development activities of the President and the Vice President of Development are recorded in Raiser's Edge, including meetings and solicitations.
7. Schedule some meetings and appointments on behalf of the Vice President of Development.
8. Support the functional tasks needed to manage Board of Director and Board standing committee meetings, including meeting preparation, communications, and reporting.
9. Manage an annual audit of development publications for branding, use and messaging, and data system interface accuracy; apply content management best practices to the collection and curation of media materials.
10. Work with vendors, direct the creation and publication of Grace Hill's annual report.
11. Work with vendors, direct the basic operations of development events.
12. Support external partner campaigns as scheduled, including but not limited to Give STL Day, Giving Tuesday, United Way of Greater St. Louis Annual Campaign.
13. Keep abreast of trends and practices in St. Louis' social service and community development efforts.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

An Equal Opportunity/Affirmative Action Employer

Services Provided On A Non-Discriminatory Basis