



Donor Services Coordinator Posting

TEAM: Mission Advancement

REPORTS TO: Manager of Advancement Operations

SUPERVISES: N/A

KEY WORKING RELATIONSHIPS IN ADDITION TO SUPERVISOR: Mission Advancement Team, Business Office

JOB TYPE/ FLSA: Full-Time / In-Person / Year Round / Salaried / Exempt

HOURS: 8:00 am - 5:00 pm; evenings and weekends as needed

LOCATION: On-site, North Avenue Campus

APPROVED BY: Becky Sappington, Operations Officer

CREATION / REVISION DATE: June 30, 2024

Are you passionate about making a difference? Would you thrive in a role that bridges philanthropy with community impact? If so St. Marcus has an exciting opportunity for you! St. Marcus School is one of the highest-performing elementary schools in Milwaukee serving urban youth. We provide a 4-star, high-quality, Christian education to over 1,200 (K3-8th grade) scholars between three campuses, just north of downtown Milwaukee. St. Marcus School is part of the Milwaukee Parental Choice Program and is a leader and advocate for education reform in the city of Milwaukee. Please visit our website to learn more - <https://www.stmarcus.org/>.

POSITION SUMMARY: As a Donor Services Coordinator, you will join an enthusiastic team of skilled fundraising and communications professionals who spend their days opening the hearts and minds of philanthropists to create a world of opportunity for Milwaukee's urban youth. This is your opportunity to join a high-achieving team and use your skills to coordinate gift processing and stewardship, data entry, and office support services to ensure efficiency and effectiveness within the Mission Advancement Office.

QUALIFICATIONS:

- Associate degree (Bachelor preferred) or 2 years of professional experience in an office environment
 - Solid computer skills including proficiency in Microsoft Office suite, especially Word & Excel, Google Suite and databases
 - Alignment with St. Marcus Core Values - Christ First, Biblical Discipleship, Sacrificial Love, and Radical Expectations
 - Required criminal history background check, and proof of U.S. citizenship or legal resident alien status
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POSITION COMPETENCIES:

- Ability to work independently (self-starter) and collaboratively
- Excellent organizational and time management skills
- Exceptional customer service skills, over the phone and in person, with external groups and internal departments
- Strong attention to detail and problem-solving skills
- Stays current with training through professional development

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Enters all ministry contributions into the donor database
- Responsible for management of donor information

- Records deposit dates on the general ledger
- Generates thank you/acknowledgment letters to donors
- Coordinates year-end receipting process
- Assists with ticket sales, invoicing, and all general data entry for the annual gala in event software
- Coordinates correspondence cards with donors for birthdays, anniversaries, holidays, etc, and tracks in database
- Copies, prints, and assembles materials as needed for various tours, events, and fundraising campaigns
- Perform donor research
- Serve as the first point of contact for guests in the Mission Advancement Office and direct them to the appropriate staff member
- Distributes the organization's mail to staff members daily and ensures that all out-going mail from the advancement office is posted promptly (especially during holidays or office closures)
- Assists with planning and preparation for Mission Advancement events and meetings as needed
- Assists with overflow work from Mission Advancement team members and performs other related duties as assigned

An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

BENEFITS:

This position includes a generous benefits package - highlights of which include medical, dental, 403(b) plus match, PTO, paid holidays, tuition reimbursement, professional memberships, annual professional development allocation, and more. **Note: Medical, vision, and prescription drug coverage are 100% paid for by St. Marcus!**

St. Marcus offers health, vision, prescription, and retirement benefits to all employees who work 20 hours or more per week for 5 months or more in the year.

- Medical, vision, and prescription drug coverage. For Full-Time/Year Round/Salaried positions, **100% of premiums are paid by St. Marcus.**
- Long-term disability coverage. For Full-Time/Year Round/Salaried positions, **100% of premiums are paid by St. Marcus.**
- Group term life coverage (100% responsibility of employee)
- Dental (100% responsibility of employee)
- Health Reimbursement Account (when enrolled in the Health Plan) - 100% paid for by St. Marcus.
- 403b Retirement Plan with up to 2% matching, no vesting required, and deductions are pre-tax
- Free Before and Aftercare for school-aged children
- Reduced tuition for children of staff
- Tuition reimbursement for relevant & approved classes
- 3 weeks of Paid Time Off
- 10 Paid holidays
- Annual professional development allocation and professional memberships
- Mentorship opportunities
- Opportunity to work in an organization with a standard of excellence, a growth mentality, and a supportive, collaborative, team-focused environment

SALARY:

Salary commensurate with experience, range = \$40,000-\$45,000.

TO APPLY:

Please send resume and cover letter to jobs@stmarcus.org. The application deadline is August 3, 2024.

St. Marcus is committed to a diverse and inclusive workplace as we hire excellent people from a variety of backgrounds.
