



ADVANCEMENT COORDINATOR

Location: Madonna School & Community-Based Services | 6402 N. 71st Plaza | Omaha, NE 68104

Reports to: Director of Advancement

Direct Reports: N/A

Internal Peers Include: Front Office Secretary, Marketing Specialist & All Madonna Staff

Madonna School & Community-Based Services is a ministry of the Archdiocese of Omaha serving youth and adults with intellectual and developmental disabilities through innovative and best-practice programs. Through each program we seek to Form, Educate, Empower and Employ those we serve so they may achieve their full potential at school, home, work and within the community.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our two partner schools - St. Pius X/St. Leo and St. Robert Bellarmine
- **Secondary Education** that includes core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities
- **Transition Education** for young adults ages 18-21 where students develop the career and life skills necessary for success at home, work and within the community
- **Employment Services** for adults who are dedicated to maximizing their ability to achieve competitive employment and independence
- **Project Search** for adults who exhibit advanced skills and potential to achieve competitive employment

The Advancement Coordinator will be responsible for assisting the Director of Advancement in developing, executing and continuously adapting a comprehensive plan to advance the mission of Madonna School & Community-Based Services across the Greater Omaha Metro area and the Archdiocese of Omaha. This includes the planning and coordination of all of Madonna School's Advancement appeals and events.

Principal Duties & Responsibilities

- Support the execution of Madonna's three annual signature events (Madonnapalooza, Celebration and The Madonna Golf Classic), the Annual Fund campaign and other special events. Duties include but are not limited to:
 - Planning - chair activities, volunteer activities, vendor coordination
 - Giving - fully manage the silent auction item solicitation process for events, assist with underwriting and sponsorship solicitation efforts and grant writing
 - BidPal Auction software - create unique bidding website for each event; enter supporters and donations
 - Guests - invitation lists and mailing processes, RSVP collection, name tags, etc.

- Marketing materials - manage invitation/save the date production, programs, signage, table tents and any other printed materials
- Program - script, PowerPoint slideshows, videos, MC, presenters, venue AV liaison
- Recordkeeping - enter all gifts, donations and purchases into Raiser's Edge.
- Raiser's Edge Database Manager - Duties include but are not limited to:
 - Gifts - tracking and entering day-to-day gifts, grants, memorials/honorariums and gifts/donations associated with events
 - Correspondence - producing gift acknowledgement letters and other communications associated with mailings, campaigns, events and appeals utilizing Raiser's Edge
 - Constituent Records - update records and enter new donors/constituents
 - Queries - Assist with stakeholder and donor identification by creating queries and other reports in Raiser's Edge as needed, gather research or other information that will aid in the work of the President and Director of Advancement
- Grants - coordinate the execution of grant efforts by assisting with grant-writing and reporting on annually renewing grants tied to events and annual fund. Research and identify new grant opportunities.
- Provide support to our ladies guild, The Madonna Council.
- Assist Marketing Specialist with day-to-day social media efforts, photography on campus and at events, email blasts using Constant Contact, website maintenance, photo library, event publicity, newsletters and print collateral.
- Provide assistance to the school secretary, as needed, in answering the main phone line, monitor the front door, greet and help guests at the front desk and ensuring the reception area is staffed during working hours.

Knowledge, Skills and Abilities

- Embrace the mission of Madonna School & Community-Based Services and the Catholic-Christian values it is founded upon
- Have a passion for serving children and adults with intellectual and developmental disabilities
- High School Diploma required; bachelor's degree preferred
- Knowledge or experience in development, fundraising or event planning preferred
- Experience with Raiser's Edge and BidPal (One Cause) software strongly preferred
- Proficient in Microsoft Office to include Outlook, Excel, Word, PowerPoint and Publisher
- Be a strong team member, exhibiting the ability to take direction and follow through on assigned tasks with minimal supervision
- Manage multiple projects at a time with the ability to prioritize and meet hard deadlines
- Exhibit strong interpersonal and writing skills and strong attention to detail
- Must be able to collaborate with a wide variety of stakeholders including students, families, staff, volunteers, donors and community partners
- Superior customer service skills

HOURS:

- Monday - Friday 8:30 am - 4:30 pm
- Some nights and weekends required for events

SALARY/BENEFITS:

- Pay is competitive and commensurate with experience.
- Full time employees enjoy many paid benefits including full coverage of individual health care premiums

TO APPLY submit a resume and letter of interest via email to Tabitha Keating, Director of Administration, to tkeating@madonnaschool.org.