

## JOB DESCRIPTION

**Job Title:** Mission Advancement Coordinator**Reports To:** Executive Director of the Office of Mission Advancement**Department:** Department of Mission Advancement**Hours:** Full-time **Performance Period:** 6 mos. **Eligible for Overtime:** No (Administrative Exemption)**Benefits:** Full medical and dental **Positions Supervised:** Support staff and volunteers

**General Purpose:** To further the spiritual and religious mission of the Salesian Sisters by providing office coordination and administrative support for the Department of Mission Advancement. Assist the Executive Director in creating and implementing a strategic development program that includes donor relations, communications and marketing, grant research, event planning, and personnel management.

**Education:** Relevant Bachelor's degree preferred

**Essential Duties and Responsibilities:**

Communications and administration of the Department of Mission Advancement:

- Draft, proofread, edit, and send correspondence, proposals, gift acknowledgment letters, and reports on behalf of the Office of Mission Advancement
- Coordinate production and distribution of marketing materials – printed and electronic (newsletters, brochures, flyers, magazine, etc.)
- Assist with web page and social media coordination and content development
- Oversee the processing of donations received
- Entering data and donor-relations activities (gifts received, correspondence, visits, donor-recognition, etc.) in the donor database; build and run various reports as needed
- Assist Executive Director in creating, coordinating, and expanding all fundraising endeavors which include but are not limited to: ongoing, annual, and one-time programs, sponsorships, in-kind donations, special events, planned giving and cultivating benefactors
- Assists the Grant Writer with research, gathering required documents, and developing schedules
- Document DMA accomplishments and record minutes from department meetings
- Serve as primary phone and email contact for the Office of Mission Advancement
- Assist in managing interns and volunteers
- Coordinate office supplies and place departmental needs
- Share the mission of the Salesian Sisters and the joy of the Catholic faith with benefactors, vendors, staff, and volunteers

**Decision Making and Supervisory Responsibility:**

PERSONNEL MANAGEMENT	Recruit, train, supervise, and recognize interns, volunteers, and staff
BUDGET RESPONSIBILITY	Purchasing authority for routine office expenses
PROPERTY RESPONSIBILITY	Responsible for the proper handling of donations and equipment housed for the department.
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential information

**Minimum Requirements:**

**Experience:** Experience in an administrative and/or communications position

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

- Ability to establish and maintain positive professional relationships
- Outstanding customer service skills and ability to be personable, respectful, and joyful
- Excellent computer skills, specifically in Microsoft Word, Excel, and PowerPoint; Adobe InDesign, and donor management software
- Strong attention to detail and accuracy, the ability to prioritize and organize multiple projects, meet deadlines, and problem-solve
- Excellent verbal and written communication skills
- Capacity to work effectively both independently and as part of a team
- Communicates well, takes initiative, and is resourceful
- Nonprofit, faith-based organizational experience preferred
- Ability to travel within the province when needed
- Ability to enthusiastically articulate and promote the Salesian Sisters mission and philosophies related to stewardship and development

*This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.*

**Note:** Please only apply if you are fully vaccinated

**To apply:** email resume and cover letter to [directordma@salesiansisterswest.org](mailto:directordma@salesiansisterswest.org)