



Donor Engagement 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 help the College meet its mission and vision. The Donor Engagement Coordinator, responsible for the overall management of constituent records in our database, is an integral member of the Advancement team. This position requires one with a high level of attention to details, communication and organization skills, research and problem solving, time management ability to complete simultaneous projects both independently and collaboratively.

Responsibilities

- Overall administration of Donnelly’s constituent database, Raiser’s Edge.
 1. Improve donor relations by accurately processing and acknowledging donor gifts as well as ensuring additional constituent data is stored according to department procedures.
 2. Execute ongoing constituent engagement analytics and advancement financial and activity performance reports.
 3. Assist the Advancement Department by being closely involved in prospect management process, assisting Advancement Officers in prospect identification, discovery and research.
 4. Coordinate data exports for mailing lists and reports as needed by Advancement team for appeals, events invitations, etc.
 5. Perform routine constituent record analysis to ensure a robust and accurate constituent database.
 6. Maintain and expand as needed the department’s Raiser’s Edge Procedures Manual.
 7. Assist and cross-train other department members utilizing Raiser’s Edge.
- Assist with the reporting and record keeping of endowed funds.
- Support overall Advancement Division by assist donors as needed, providing pledge reminders, and coordinating event registration.
- Contribute to Advancement communications and stewardship plans.
- Assist Business Office with financial reconciliation and reporting.
- Support the various Advancement team initiatives.
- Serve on institutional committees (may include taking minutes or other duties).
- Flexibility to work some evenings or weekends.
- Other duties as assigned.

Qualifications

Qualifications for the Donor Engagement Coordinator position include the following:

- Bachelor degree preferred. Associate’s degree acceptable with database experience.
- Database experience required, with a minimum of two years’ experience with The Raiser’s Edge software preferred.
- 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 **Donor Engagement Coordinator** in the subject line.