

**Diocese of Beaumont – Kelly High School
Advancement Coordinator**

Position Title: Advancement Coordinator
Department: Advancement
Classification: Full-Time, Non-exempt
Supervisor: Director of Advancement or appropriate designee

SUMMARY

Under the direct supervision of the Principal and Director of Advancement with established policies and procedures, performs confidential and administrative assignments for Monsignor Kelly Catholic High School utilizing in-depth knowledge of diocesan operations and school operations, procedures, and personnel. Experience in general clerical duties, data entry, and web design.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/CERTIFICATION

High school diploma required. College degree preferred or equivalent experience in database management, fiscal reporting, and website design.

EXPERIENCE

Ability to operate business office equipment, i.e. adding machine, copier. Bookkeeping skills required include ability to process and document donations in donor database, prepare bank deposits, update and maintain financial records and reports. Proficient computer skills including: Windows, Microsoft Office applications (mail merge, labels, reports, queries, spreadsheets, charts, etc.), desktop publishing and database management, graphic design, website design and maintenance, and knowledge of HTML. Organizations skills a must, as many unique tasks will be handled at once.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to donors, parents, graduates, and other constituencies.

MATHEMATICAL SKILLS

Ability to add subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle, or feel and talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, and climb stairs. The employee must frequently lift and/or move up to (10) pounds and occasionally lift and/or move up to (25) pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

GENERAL

- Responsible for the integrity of the constituent database containing all alumni and donor records.
- Responsible for general clerical duties of the Advancement office.
- Process, record and acknowledge all donations; prepare and maintain department financial records and reports.
- Oversee all social media for MKCHS.
- Create mailing lists and mail merges for all advancement, development and alumni events and fundraisers.
- Create graphic layouts for publications, etc.
- Attend and assist with all advancement, development and alumni related fundraisers and events.
- Responsible for the school website. Create news posts; replace charts, documents and pictures as appropriate; make updates to all pages on the site as necessary.
- Help maintain in-house fundraising calendar.
- Knowledge in Raiser’s Edge, Word Press, and Canva are a plus.
- Model behavior appropriate to a spiritual, faith-filled person.
- Assume and/or perform additional duties as requested and assigned by the Executive Director of Advancement or appropriate designee.

SUPERVISORY RESPONSIBILITIES

General supervision of students.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate, typical of an office with computers and printers.

This is normally forty-hour per week position. Office hours for this position are from 7:30 am until 4:00pm Monday through Friday. During periods of special events, evening work will be required.

Signature of Employee

Date

Original: Personnel file

Copy: Employee, Supervisor

Revised 7/21/2022