ST. IGNATIUS LOYOLA ACADEMY

Educating Boys • Transforming Lives

Campaign and Development Coordinator

The Campaign and Development Coordinator is responsible for administering and managing all parts of a campaign for capital and programmatic priorities. The incumbent will report to the Chief Advancement Officer and work in close collaboration with other members of the Advancement Office, fundraising counsel, Campaign Steering Committee and volunteers to ensure all aspects of the campaign are moving forward, data is captured accurately, and individualized strategies are created for identified campaign prospects.

Job Duties and Responsibilities

- Develop and maintain a comprehensive list of prospective individual, corporate, and foundation campaign donors.
- Support the activities and needs of campaign volunteers.
- Develop campaign progress reports for staff and volunteers.
- Help organize volunteer committees, structuring a volunteer organization around the campaign.
- Help organize Campaign Committee meetings.
- Help organize campaign cultivation and stewardship events.
- Prepare prospect activity reports for staff and volunteers.
- Schedule campaign solicitations and prepare materials needed for donor meetings.
- Organize and implement administrative support systems for the campaign, including cultivation activities and donor solicitations.
- Ensure campaign activity is maintained in the development database so the activity is managed and reported.
- Assess organizational changes necessary for a successful campaign that may include board development, staffing, and record keeping.
- Conduct prospect research.
- Assist in drafting proposals and preparing grant materials for Foundation solicitations for campaign gifts.
- Support the Advancement Office with general communications, events, and other duties as assigned.

Qualifications

- Bachelor's Degree
- Three to five years of development experience, campaign experience preferred
- Excellent customer service and people skills
- Superior oral and written communication skills
- Tact and sensitivity in working with donors and prospects interests
- Highly organized, energetic, self-motivated, flexible and able to multi-task and work independently
- Working knowledge of Raiser's Edge database software
- Knowledge of relevant fundraising principles, practices, and techniques
- Ability to transport documents and materials to off-site meetings on own
- Must be able to lift, push, or pull a minimum of fifty pounds and must be able to stand and sit for prolonged periods of time
- Must have a valid Maryland Driver's License and maintain a good driving record
- Must have own transportation
- A genuine sense of humor, desire to be a part of a team and work collaboratively, and invested in the mission of the Academy

This is a full-time, salaried, exempt employment position with occasional evening responsibilities. The successful candidate will begin her/his duties in June or July 2023. The position is a 12 to 15 month appointment with the potential to become permanent.

Salary is competitive within the Baltimore area independent school market. The Academy offers a comprehensive benefits package including health benefits, life insurance, and an employer matching 401K retirement plan.

Interested candidates should email a cover letter explaining why her/his professional experiences have prepared her/him for this position and why she/he is interested in joining the Academy's Advancement Team, along with a resume and three professional references to: Jennifer.Summers@saintignatius.org.

For information about St. Ignatius Loyola Academy, please visit our website: www.saintignatius.org.

St. Ignatius Loyola Academy is an equal opportunity employer. The Academy actively seeks diversity in all categories of employment and at all employment levels. Individuals are treated without discrimination based on race, color, creed, sex, sexual orientation, age, religion, national origin, marital status, disability or any other impermissible factor in accordance with federal, state or local law.