



Development Coordinator Job Description

Job Title: Development Coordinator
Job Status: Regular Full-Time, Year Round, Exempt Employee
Start Date: ASAP
Reports to: School President

Villa Victoria Academy is an accredited all-girls Catholic, private, independent middle and high school located on 44 acres across from the Delaware River in Ewing, New Jersey. Our mission is to educate young women to a global view, to uphold the dignity of each individual and to empower students to influence the world in a truly Christian manner. Villa Victoria Academy strives to seek out and cultivate the distinct gifts of each student in her care. This thirst for knowledge and innovation is balanced by a high regard for our long-standing tradition of excellence in education.

Overview and Job Summary

The Development Coordinator works with the school administration and the Board of Directors to manage Villa's fundraising efforts. The primary responsibility is to obtain support, both human and financial to meet current and long-term operating, capital and endowment needs by communicating the school's mission and objectives to parents, alumnae, alumnae parents, businesses, foundations and friends. The most successful candidate will be passionate about and adept in communicating Villa Victoria's mission as well as being highly efficient in managing our fundraising database, the annual fundraising mailing, and organizing and implementing special events.

Responsibilities:

Fundraising

- Design, coordinate, implement and grow ongoing fundraising program(s)
 - Annual Giving for Unrestricted Needs
 - Restricted Needs Programs (tuition assistance, scholarships, etc)
 - Capital Projects
 - Endowment Growth
 - Deferred and Gift Planning Programs
- Recruit, train and coordinate volunteer efforts to assist in gift solicitation
- Research, prepare and present funding proposals and grants requests for major donors, foundations and corporations

Administration Management

- Maintain donor relationship management database (DonorPerfect), including updating donor records, compiling biographical information, data entry, and creating mailing lists and reports to assist in fundraising efforts
- Ensure donations are accurately accounted for in DonorPerfect

- Manage in-kind donations including tracking, gift acceptance, and gift acknowledgements
- Prepare, monitor and present the annual development budget
- Coordinate with external vendor the design and delivery of the Annual Report

Events Management

- Oversee and provide direction for the Villa Victoria Academy Alumnae Association including maintenance of alumnae records and management of alumnae event calendar
- Assist in planning and coordination of alumnae events
- Support (where needed) the Parent Alliance in fundraising and special events

Requirements

- Bachelor's degree in related field – *strongly preferred*
- Exceptional and effective communication and writing skills
- Excellent 'people person' with the ability to build relationships among staff, students, alumnae, trustees and the community at large
- Strong attention to detail and organizational skills
- Working knowledge of Microsoft Office (Word, Powerpoint Excel, etc.) and G Suite for Education
- Working knowledge of DonorPerfect - *preferred*
- Experience with Social Media (Facebook, LinkedIn, Twitter, etc.)
- Appreciation for and the ability to communicate a passion for Catholic education
- Commitment to the mission of Villa Victoria Academy
- Ability to work nights and weekends when needed

This is a full time position with the possibility for limited hours (~30) for the right candidate. Hours are flexible (in order to meet the needs of the position) with some nights and weekends required.

To apply: Send cover letter and resume to:
Sr. Lillian Harrington, President
Villa Victoria Academy
376 W. Upper Ferry Road, Ewing, NJ 08628
No phone calls please.

Qualified candidates will be contacted for an initial phone interview.

Visit VillaVictoria.org to learn more.

Villa Victoria Academy considers applicants for employment without regard to and does not discriminate on the basis of gender, race, protected veteran status, disability or any other legally protected status.