

Development and Events Coordinator

PACELLI CATHOLIC SCHOOLS JOB DESCRIPTION

The Development and Events Coordinator supports the advancement, fundraising, alumni relations, marketing, and community engagement efforts of Pacelli Catholic Schools (PCS). Reporting to the Director of Advancement and Marketing, this position coordinates fundraising campaigns, donor communications, grant activities, special events, volunteer engagement, alumni initiatives, and related development operations. The ideal candidate is mission-driven, highly organized, and skilled at building relationships with donors, alumni, volunteers, businesses, and community partners.

Key Responsibilities

1. Donor Development, Fundraising, and Stewardship

- Research and identify individual, corporate, foundation, and community funding prospects, including potential major donors.
- Build and maintain a donor pipeline and support outreach, cultivation, solicitation, and stewardship strategies to increase philanthropic support.
- Coordinate and help lead annual campaigns and fundraising drives supporting the general operating fund, scholarships and tuition assistance, matching gifts, and restricted or donor-designated gifts.
- Develop and maintain relationships with businesses, organizations, and community partners; solicit donations and other support for PCS.
- Record and process contributions, prepare acknowledgment letters, track outstanding pledges, and coordinate pledge billings and related correspondence accurately and promptly.
- Maintain complete and timely donor records in the donor database/CRM, including donor interactions, gifts, pledges, and campaign activity.
- Prepare regular funding updates and database reports for the Director of Advancement and Marketing and other appropriate audiences.

2. Grant Research and Writing

- Research grant opportunities that align with the mission, priorities, and programs of PCS.
- Prepare and submit grant proposals, letters of inquiry, supporting materials, and grant reports.
- Maintain a grant calendar and monitor submission deadlines, award conditions, and reporting requirements.
- Collaborate with school leaders and departments to collect information, data, budgets, and other materials needed for grant applications and reports.

3. Events and Volunteer Coordination

- Coordinate and provide leadership for development and school events, including the Cardinal Crusade, Staff Appreciation Party, and Distinguished Alumni Brunch.

- Provide general supervision and coordination for Panacea, including support for booth chairs and activities such as the silent auction, major raffle, basket raffle, and other booths as needed.
- Plan and coordinate donor events, fundraising activities, volunteer efforts, and other projects that support development, marketing, recruitment, and community engagement.
- Recruit, organize, communicate with, and support volunteers, particularly for special events, fundraisers, and major projects.
- Assist with event communications, logistics, materials, follow-up, and donor or participant stewardship.

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4. Alumni Relations and School Programs

- Work closely with the Pacelli Alumni Association and committees related to alumni recognition, including the Distinguished Alumnus award.
- Attend monthly alumni meetings and alumni events and assist with related planning, communications, and follow-up.
- Assist with the management and promotion of the Scrip gift card program.
- Support publications, mailings, and marketing materials for advancement activities, fundraising drives, events, solicitations, and other school initiatives.

5. Strategic Planning and Collaboration

- Serve on the Advancement and Operations Subcommittee and contribute to long-term development goals and advancement strategy.
- Help develop and implement strategic fundraising and growth plans, using donor information and giving trends to support planning, forecasting, and goal-setting.
- Help identify and prioritize projects with meaningful long-term financial and mission impact.
- Partner with the Director of Advancement and Marketing and other school personnel on cross-functional initiatives and communications that reflect the mission of PCS.
- Represent Pacelli Catholic Schools positively and professionally in interactions with donors, alumni, volunteers, families, businesses, and community partners.

6. Administrative and General Responsibilities

- Prepare and organize donor correspondence, publications, marketing materials, event materials, mailings, announcements, and other communications.
- Maintain accurate records, meet deadlines, and handle donor, financial, personnel, and other confidential information with discretion.
- Comply with applicable policies and procedures of the Diocese of La Crosse and Pacelli Catholic Schools.
- Perform other duties as assigned by the Director of Advancement and Marketing and/or the President of Pacelli Catholic Schools.

Qualifications

- Bachelor's degree in nonprofit management, communications, business, or a related field preferred.
- Two to three years of experience in fundraising, development, grant writing, event coordination, alumni relations, or advancement planning preferred.
- Demonstrated ability to identify funding opportunities and cultivate positive relationships with donors and community partners.
- Strong written, verbal, interpersonal, and persuasive communication skills, including the ability to prepare donor-facing materials.
- Excellent organization, attention to detail, and ability to manage multiple projects and deadlines independently.
- Experience with fundraising software, donor databases/CRM systems, and basic reporting preferred.
- Ability to exercise sound judgment, maintain confidentiality, and communicate professionally.
- Commitment to Catholic education and the mission of Pacelli Catholic Schools.

Reports To: Director of Advancement and Marketing

Location: Pacelli Catholic Schools – Central Office

Position Type: Full-Time, Exempt

Employee Signature: _____ Date: _____

President Signature: _____ Date: _____