



ADVANCEMENT COORDINATOR

Job Description

Location: Madonna Ability Alliance | 7197 Pine St | Omaha, NE 68106

Reports to: Director of Advancement

Direct Reports: None

Internal Peers Include: None

Madonna Ability Alliance is a ministry of the Archdiocese of Omaha serving youth and adults with diverse abilities, such as Intellectual and Developmental Disabilities (IDD) and Autism (ASD), through innovative and best-practice programs. Through each program we seek to Form, Educate, Empower and Employ those we serve so they may achieve their full potential at school, home, work and within the community.

Madonna's programs include:

- **PK-8 Education** with on-site experts at our three partner schools – St. Pius X/St. Leo, St. Robert Bellarmine and Holy Name
- **Secondary Education** that includes core and functional academics, pre-vocational instruction, community-based learning experiences and many extra-curricular activities
- **Transition Education** for young adults ages 18-21 where students develop the career and life skills necessary for success at home, work and within the community
- **Adult Services** for adults ages 21+ who are working hard to achieve competitive employment, independence, and community inclusion. Programs include Day Service, Employment Services, Residential Services, and Family Navigation services.
- **Project Search** for adults who exhibit advanced skills and potential to achieve competitive employment

The Advancement Coordinator is responsible for executing the day-to-day administration of Madonna's fundraising and development efforts led by the Director of Advancement. The Advancement Coordinator serves as a dedicated support to the Director of Advancement in developing, executing, and continuously adapting a comprehensive plan to advance the mission, brand, and impact of Madonna Ability Alliance across the Greater Omaha Metro area and the Archdiocese of Omaha. In addition to supporting the Director of Advancement, the Advancement Coordinator also works closely with the Director of Administration, Madonna staff, dedicated volunteers, donors, advocates, and community partners who work tirelessly to serve individuals with IDD and ASD and their families.

Principal Duties & Responsibilities

- Annual Campaigns - coordinate day-to-day administration of Madonna's three annual signature events (Celebration, Madonnapalooza, and the Madonna Golf Classic), the Annual Fund campaign, and other special efforts as directed. Duties include but are not limited to:
 - Planning - coordinate chairperson and volunteer meetings/activities, and coordinate event vendors
 - Silent Auction - manage and coordinate the silent auction acquisition process for signature events including securing volunteers, identifying donors, generating initial solicitation letters, and coordinating all related follow-up
 - Giving - assist with underwriting and sponsorship solicitation efforts as well as grant writing associated with signature events and annual giving
 - OneCause - manage and coordinate auction software administration, including creating a unique bidding website for each event, entering supporters and donations, creating item descriptions and managing all bidding site activity pre/during/post event
 - Guests - coordinate invitation/mailling lists and mailing processes, RSVP collection, name tags, etc.
 - Marketing Materials - manage and coordinate the production of invitation/save the dates, programs, signage, table tents, and any other printed materials
 - Program - assist with coordination of the script, PowerPoint slideshows, videos, MC
 - Recordkeeping - enter all gifts, donations, and purchases into Raiser's Edge
- Raiser's Edge - coordinate day-to-day administration of Madonna's stakeholder database. Duties include but are not limited to:
 - Constituent Records - manage, organize, and update all current records and create records for new donors/constituents
 - Gifts - track and enter all general gifts, grants, memorials/honor gifts, as well as gifts/donations associated with events
 - Correspondence - manage and coordinate all gift acknowledgement letters as well as any other targeted communications associated with stakeholders in the database
 - Queries/Data-Mining - Assist with stakeholder and donor identification by creating and running queries and other reports in Raiser's Edge as needed, gather research or other information that will aid Madonna's Advancement efforts
- Grants - assist with writing and reporting on annually renewing grants tied to events and annual fund, and research and identify new grant opportunities
- Madonna Council - serve as the day-to-day point of contact and coordination for the leadership team of the Madonna Council volunteer guild
- Junior Council - serve as the dedicated liaison to the Madonna Junior Council young women's guild, including coordinating all meeting schedules, communications, and events
- Annua Fund - support the Director of Advancement with the administration of the Annual Fund campaign as directed
- Days of Giving - manage and coordinate Madonna's 'Share Omaha Days of Giving' and the 'Nebraska Catholic Day of Giving' participation and online giving platforms

- Social media - assist Madonna's social media consultant as needed with photography on campus and at events
- Website - coordinate the maintenance of the Madonna website related to Advancement, including events, annual fund, and volunteer guilds pages
- General Support - provide various support activities including assisting with mailings, correspondence with donors, and other activities that will aid in fundraising
- General Administration - help answer the main phone line, monitor the front door, greet guests and cover the front desk when front desk staff are absent or need support

Knowledge, Skills and Abilities

- Embrace the Mission of Madonna Ability Alliance and the Catholic-Christian values it is founded on
- Exhibit a passion for serving youth and adults with diverse abilities
- Experience as an administrative coordinator/assistant required
- Experience in the fields of development, fundraising, and/or event planning strongly preferred
- Proficiency in OneCause, or similar event administration platform, strongly preferred
- Proficiency in Raiser's Edge, or similar stakeholder database, strongly preferred
- Exhibit the ability to take direction while also independently executing principal duties and responsibilities with minimal supervision
- Exhibit the ability and eagerness to learn new skills and new tasks
- Exhibit strong attention to detail
- Exhibit organization and follow-through completing tasks and accomplishing established goals
- Exhibit excellence in managing multiple workflows at the same time, including the ability to prioritize and meet hard deadlines
- Exhibit excellent teamwork and ability to work with an array of internal and external stakeholders
- Exhibit superior customer service skills
- Exhibit strong interpersonal and writing skills
- Proficiency in Microsoft Office required, including Outlook, Excel, PowerPoint, Publisher, Word, and mail/e-mail merges via Excel & Word

Education & Experience

- Administrative coordinator/assistant experience required
- Development/fundraising/event planning administration experience preferred
- High School Diploma required. A bachelor's degree is preferred.
- Experience working in a school/agency setting and/or with youth and adults with diverse abilities preferred.

Work Hours

- Mon - Fri 8:00 am - 4:00 pm
- Evening and weekends required as they pertain to annual campaign planning, set-up, and clean-up.