



De La Salle
incorporated

De La Salle, Inc.
Advancement Coordinator

Vision: Excellence in educational opportunity for all.

Mission: Rooted in Lasallian tradition of making a quality education accessible to all, we provide excellence in education, promote service, justice, care, inclusivity, community and zeal. We proudly proclaim “I am somebody.”

Values: Care, Inclusivity, Community, Service, Justice, and Zeal.

Reports to: Director of Advancement

Background:

Founded in 2001 to provide an excellent educational opportunity for fifth through eighth grade students living in North St. Louis, De La Salle, Inc. seeks a driven, committed, focused and dynamic professional to lead its fund development efforts. The school is in the midst of extensive change and growth, with an increase in the number of students served and the execution of the public phase of a capital campaign.

The Advancement Coordinator is responsible for grants management, development operations, coordination of print and digital communication and other development tasks as assigned. De La Salle raises approximately \$2 million in its annual fund and is completing a capital campaign. This position supports the execution of all advancement activities.

Responsibilities and Duties:

- Work directly with Director of Advancement and Executive Director to identify & cultivate advancement opportunities
- Prepare all corporate & foundation grant applications and reports per funder requirements
- Maintain donor database and utilize as a tool for strategic fundraising.
- Conduct prospect research on new and potential donors
- Provide administrative support including status reports, gift processing (data entry, thank you letters)
- Assist in creating, implementing and maintaining a communications calendar as it relates to print, digital and social media activities
- Work with Director of Advancement and key volunteers on coordination and execution of special events

Knowledge and Skills:

- Strong written and verbal communication
- Expertise in social media.
- Ability to multi-task

- Exceptional attention to detail
- Strong time-management

Core Competencies:

- Client Focus
- Listening
- Compassion and Patience
- Approachability
- Drive for Results
- Action-Oriented
- Ethics/Trust/Integrity
- Personal Learning/Self-Aware/Self-Development

Qualifications:

- Bachelor's degree required, preferably in non-profit management, business, marketing, communications or related-field.
- Minimum 1- 3 years experience in development, ideally in a smaller organization.
- Experience managing a fundraising database and data analysis skills.
- Basic proficiency in the MS Office Suite. Advanced proficiency in Word and Excel preferred

Compensation: De La Salle, Inc. offers a competitive salary and benefits package, commensurate with experience.

Application Information:

To apply, please send a cover letter and resume to employment@delasalleSTL.org