

**DEVELOPMENT SERVICES AND STEWARDSHIP COORDINATOR**

**DE SMET JESUIT HIGH SCHOOL**

De Smet Jesuit High School welcomes applicants for the position of Development Services and Stewardship Coordinator. This position will provide administrative support for fundraising activities including donor and public relations, direct mail appeals, special events, and financial reports. It will be responsible for managing our Raiser’s Edge donor database, processing and acknowledging gifts and pledges, and maintaining scholarship donor and recipient information, as well as offering logistical support for stewardship events. Qualified candidates will have experience and proficiency in managing database systems, knowledge of proper recording procedures for simple and complex gifts and pledges, experience supporting the major components of a development program, excellent written and oral communications skills, and an ability to learn new programs as needed. Candidates with strong working knowledge of Raiser’s Edge, and Microsoft products, such as Excel, Word, PowerPoint, Publisher, and Teams will be preferred.

**For more information and to apply, visit** [**https://www.desmet.org/about/careers**](https://www.desmet.org/about/careers)**.**

**Equal Opportunity Employer Committed to Diversity and Inclusion - M/F/D/V**