**Development Coordinator**

**The School**

Founded in 1914 by an anonymous benefactor and supported by the generosity of her family, its alumni, parents and friends, Regis High School offers a tuition-free Jesuit education to 530 Catholic young men from the New York metropolitan area who demonstrate superior intellectual and leadership potential. In the admissions process, special consideration is given to those who cannot otherwise afford a Catholic education.

Each year, the school raises $10 million or more for the Annual Fund from over 5,000 donors to help cover approximately 60% of its operating expenses and has recently completed a strategic plan, which outlines key priorities for next several years. For more information about Regis High School, visit [www.regis.org](http://www.regis.org).

**Position Description**

Regis High school seeks a passionate, mission-driven, and talented individual to play an important role on its Development team. The Development Coordinator will report to the Annual Fund Director and will also work closely with the Director of Communications, the Vice President for Development, and other members of the Development staff. This individual will support, and coordinate projects related to fundraising and community-building, all in pursuit of advancing the mission of Regis High School.

**Responsibilities**

· Supports the year-long $10 million Annual Fund campaign, including assisting with donor relations (i.e. responding to donor inquiries and supporting Class Fund Chairs) and coordinating the accurate and timely acknowledgement of gifts to the Annual Fund.

· Supports communications efforts, including coordinating and implementing a robust broadcast email strategy, utilizing analytics to maximize reach and effectiveness.

· Coordinates annual student fundraiser, the Regis-Dominican Academy Walkathon, in collaboration with other Development staff, Regis administrators, and external stakeholders.

· Coordinates the Young Alumni Challenge, a spring fundraising campaign for the most recent alumni of Regis High School, in collaboration with Annual Fund Director and other Development Staff.

· Attends selected Development Office events to assist (e.g. reunions, receptions, speakers).

· Completes other projects as deemed appropriate by Annual Fund Director, Director of Communications, or Vice President for Development.

**Education**

A bachelor’s degree is required. A degree in business, communications, liberal arts, non-profit management, or other related field is preferred. Evidence of continuing professional education through conferences, seminars, or professional associations is preferred.

**Experience**

A minimum of one to three years of professional development experience and/or relevant experience in another industry/field.

**Qualifications and Skills**

* Understanding of and a passion for Regis’s mission of educating young men in the tradition of the Society of Jesus including a respect for and understanding of Regis’s Jesuit and Catholic culture.
* A self-starter with the ability to initiate and follow through on new programs and projects both alone and as part of a team that generates revenue and goodwill in order to achieve strategic and organizational goals.
* A team player with the ability to lead and contribute to Development Office projects, including coordinating with colleagues to achieve desired outcomes, prioritizing short- and long-term tasks, and tracking and reporting on progress to goals.
* Excellent oral and written communication skills.
* Experience with (preferred) or willingness to learn (required) Raiser’s Edge.
* Experience with (preferred) or willingness to learn (required) website content management systems and broadcast email delivery systems such as Mailchimp.
* Strong social and customer service skills, with an eagerness to problem-solve, as well as comfort with networking and forward-facing donor relations.
* Some evenings and weekends are required for this position.

**Start Date:**

August 2022 or a mutually agreeable date

**Compensation:** Commensurate with experience and level of success in the institutional advancement area.

**Job Type**: Full-time

**To Apply:**

Send a resume, three professional references, and a compelling statement of interest to Ms. Silvia Gerber, Secretary to the Search Committee, [employment@regis.org](mailto:employment@regis.org). Applications received before **August 10** will be given preference. All faculty and staff are required to be fully vaccinated for COVID-19.