

## Capital Campaign Coordinator (Full-Time)

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

### Job Description

The Academy of the Sacred Heart is seeking a **full-time Capital Campaign Coordinator**. The Capital Campaign Coordinator is a leader who is dynamic, focused, and strategic in her thinking and style. She works closely with the Director of Major Gifts/Capital Campaign, as well as in collaboration with the Office of Institutional Advancement, to implement the capital campaign.

This individual understands and embraces the unique culture and traditions of Sacred Heart and energetically seeks opportunities to advance the school's mission, vision, and values through philanthropic giving and active volunteer involvement. She also understands and is committed to pre-planning and establishing timelines with firm deadlines as a critical function of this role.

*The Capital Campaign Coordinator must also understand the key role of relationships and collaboration as she works closely with the Headmistress, Director of Major Gifts/Capital Campaign, Capital Campaign Committee, and all members of the Institutional Advancement team.*

The Capital Campaign Coordinator serves on the Institutional Advancement Team and reports directly to the Director of Major Gifts/Capital Campaign. She:

- Prepares meeting agendas, minutes, and reports for all Capital Campaign Committee meetings
- Conducts prospect research, proactive prospecting, and prospect management as it relates to the campaign
- Processes, acknowledges, and tracks all capital campaign gifts
- With the Director of Major Gifts/Capital Campaign and the CFO, prepares and maintains capital campaign financial reports
- With the Director of Major Gifts/Capital Campaign, plans and executes all capital campaign-related events
- Assists with the development of capital campaign materials including, but not limited to, presentations, mailings, brochures, and newsletters
- Conducts research of grant funding sources, as well as prepares and submits grant applications for the capital campaign
  - Oversees the grant funding process

- Conducts research for obtaining grant funding—identifies foundations, directors, areas of interest, award amounts, and cultivation plan; writes, edits, reviews and submits all grants
- Maintains schedule of submission dates, and follows-up with foundations
- Prepares impacts reports to foundations and manages the timeline for submission
- With the Director of Major Gifts/Capital Campaign, researches and customizes donor offers for major gifts prospects
- Performs other duties as requested by the Director of Major Gifts/Capital Campaign

### **Preferred Qualifications**

- Graduate from an accredited four-year college or university, preferably with major courses of study in nonprofit fundraising, public relations, communications, or a related field
- Proficiency in Word, Excel, and PowerPoint
- Experience in a secondary school or university Institutional Advancement Office preferred
- Experience using Raiser's Edge preferred.

### **Application Process**

Applicants should submit the following to Helen Gerig at [hgerig@ashrosary.org](mailto:hgerig@ashrosary.org).

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses and telephone numbers of three references from current and/or former direct supervisors. (We will obtain permission from candidates before contacting references.)

*The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.*