



**Database and Events Coordinator
Roncalli Catholic High School**

TITLE OF POSITION: Database and Events Coordinator

DIRECTLY RESPONSIBLE TO: Development Director

EXPERIENCE: 1 year preferred.

General description: The Database and Events Coordinator reports to the Development Director and is responsible for processing philanthropic gifts, distributing acknowledgement letters, updating information into the Raisers Edge database, and assisting with the organization of fundraisers and other programs related to development at Roncalli Catholic High School.

As Event Coordinator, this position will carry out logistical tasks as assigned by the Development Director to implement special events.

As Database Coordinator, this position is responsible for ensuring accurate donor and alumni records to build and enhance communication with RCHS's constituency groups.

General Responsibilities: The primary duties of the Database and Events Coordinator are detailed below:

1. Maintain and update records in the database.
2. Document and record all donations received.
3. Enter auction items, attendance, and other relevant data for special events into the Auction Maestro Pro software and serve as the point of contact at special events.
4. Provide donor reports as requested.
5. Assist with the implementation of special events/fundraisers by: communicating with vendors, soliciting the support of committee members and volunteers to manage the special events, overseeing committees that support special events and soliciting donations.
6. Work with the Development Director and Communications Coordinator to create a comprehensive calendar for fundraisers and special events. Events include: Festa del Leone, Fireworks, Swing with Pride, High Tea, Trivia Night, State of the School, Grandparent's Day, and Patron Party. Provide aid to other programs, such as Open House, Graduation, etc., as needed.
7. Create a comprehensive binder at the conclusion of each event to be used as a tool for future years.
8. Additional duties as assigned.

Salary and Benefits:

1. Salary negotiable and commensurate with experience and education.
2. Medical benefits as offered to staff through the Archdiocese of Omaha.
3. Pension plan.
4. 403B plans available.