



Notre Dame Seminary Events and Volunteer Coordinator

Notre Dame Seminary is seeking a full-time Events and Volunteer Coordinator to join the Development Office. Reporting to and working closely with the Director of Development, the Events and Volunteer Coordinator will manage fundraising events, event communications, seminary volunteers, and assist with administrative work. The candidate must be professional, comfortable in a seminary office setting, dependable, highly organized, and detail oriented.

Primary Responsibilities

- Plan and execute all fundraising events, including, but not limited to, the Christmas Luncheon, Gala and Auction, Alumni Day, Bible Marathon, donor receptions, and other events as needed
- Recruit and manage volunteers for event committees, seminarian buddy programs, international seminarian companion families, etc.
- Manage event logistical details, serving as a point of contact for vendors, volunteers, seminary staff, etc.
- Create event communications such as invitations, programs, and emails
- Organize all aspects of auction procurement efforts
- Record and track all event data and donor data; manage data entry in the donor database system (Bloomerang)
- Process and record all event donations, as well as generate and track tax-receipts and acknowledgement letters
- Manage event websites (BidPal)
- Assist in managing social media and seminary website
- Perform other duties, as needed
- Provide support to the Director of Development, as needed

Essential Qualities and Qualifications

- Bachelor's Degree, in related field, and/or 2-3 years event planning, volunteer management, and/or fundraising experience, required
- Detail oriented and proactive approach to managing workload
- Strong verbal and written communication skills required, including the ability to write, edit, and proofread documents
- Computer proficiency a must, including Microsoft Office (Word, Excel, PowerPoint, Publisher, and Outlook) and Google (Docs, Sheets, Calendar, etc.)
- Experience with database management system and website management a plus
- Experience with Adobe Illustrator, In Design, Acrobat Pro, Canva, etc. a plus
- Highly ethical, particularly in working with confidential and sensitive information
- Commitment to a team approach of working with administration, staff members, and volunteers
- Professional appearance and demeanor, as well as punctual and reliable attendance are essential
- Willingness to work occasional nights and weekends as necessary
- Must be committed to the mission of Notre Dame Seminary and possess the ability to communicate this mission effectively. Must conduct all activities in line with the mission of the seminary and the teachings of the Catholic Church.

Interested candidates should submit a cover letter, résumé, and the contact information of three references **by Friday, July 15th** to Ms. Caroline Thriffiley by email (cthiffiley@nds.edu). Letters of reference are welcomed.

Notre Dame Seminary adheres to the principle of equal educational and employment opportunities without regard to race, sex, color, age, disability, or national origin. This policy extends to all programs and activities supported by the seminary including hiring, training, promoting, salaries, transfers, and working conditions.