

## Advancement Services Coordinator

**Brescia University in Owensboro KY is searching for a coordinator to** contribute and support the Institutional Advancement Office external relations functions, specifically donor stewardship and donor relations. This person will contribute to the fundraising initiatives of the University by conducting prospect research, coordinating goal reports, and assisting the fundraising staff with donor engagement.

Responsibilities include, but are not limited to:

- Accurately maintain donor database (Raiser's Edge).
- Manage online donation transactions in multiple platforms
- Process donations and contributions, including reporting the receipt of non-donations and applicable sales tax to Business Office.
- Assist fundraising staff with donor stewardship
- Coordinate the department's work study students' assignments

Qualifications for the position:

- High school graduate or equivalent; Bachelor's degree preferred
- 2 years of administrative office experience using Microsoft Office Suite
- Strong computer skills with high level proficiency with Excel and Word
- Experience with database analytics preferred
- Familiarity with MailChimp, Word Press, Canva, Teams, or SharePoint preferred
- Must be able to maintain donor and University confidentiality
- Effective interpersonal skills with ability to work in a team environment and effectively communicate with donors and contributors
- Must be flexible to work some irregular hours for university events and functions

Submit a resume to [HR@Brescia.edu](mailto:HR@Brescia.edu) or mail to:

Brescia University  
717 Frederica Street  
Owensboro, KY 42301

**BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**

This employer participates in the Electronic Employment Verification Program. In compliance with federal law, all persons hired at Brescia University are to verify identity and eligibility to work in the U.S. and to complete the required employment eligibility verification form upon hire.