

DeLaSalle Education Center  
3737 Troost Avenue  
Kansas City, MO 64109  
[www.DeLaSalleCenter.org](http://www.DeLaSalleCenter.org)

## **Development & Finance Coordinator**

**Reports to:** Chief Operations Officer  
**Status:** Full Time, Non-exempt

### **POSITION SUMMARY**

Successfully promote and support the mission of DeLaSalle Education Center through the coordination of the accounts payable and procurement process; database systems; gift acknowledgement; coordination of security scheduling and by providing executive support to the Board of Directors and Executive Director.

### **PRIMARY ACCOUNTABILITIES**

1. Coordinate all aspects of the accounts payable process, including purchase order receipt following approvals, data entry into A/P Excel, check receipt and verification, check mailing and final document filing. Will be responsible for maintaining the accounts payable filing process. Will require some purchase order creation as needed.
2. Work in concert with C.O.O. to close the accounting books monthly
3. Coordinate all aspects of the procurement process, including purchase order receipt and initiating orders when required. Responsible for receipt of procured items, verification of shipment delivery documents against original order and contact with purchase order originator for pick up or delivery.
4. Other special projects as assigned.
5. Coordinate all aspects of recording critical stakeholder information into the donor database (Raiser's Edge), including processing and recording donations, entering new data, updating existing data, and monthly reconciliation.
6. Coordinate acknowledgment of donations including bi-weekly letters and receipts as well as conducting calls to donors and/or coordinating with the development team and/or or Board members to make calls.
7. Provide executive level support to the Board of Directors and Executive Director including preparation for, coordination of, and participation in meetings as needed.
8. Work with KCPD off-duty coordinator to ensure we have appropriate officer coverage on a daily basis.

## **ESSENTIAL FUNCTIONS/KEY COMPETENCIES**

Ability to structure and manage multiple projects within limited time frames and deadlines.

Establish highly effective relationships with fellow DeLaSalle employees as well as board members and other external constituents for the common good of the organization.

Manage the Raiser's Edge database.

Manage accounts payable process.

Oversee procurement process.

Ability to communicate effectively in written, verbal, personal and presentation style formats with a wide variety of individuals.

Strong organizational skills with attention to detail.

Capacity to be flexible and adaptable to change

Ability to understand both the formal and informal culture of an organization to accomplish identified goals

Ability to partner with external resources for their successful support to DeLaSalle programs and operations.

## **POSITION REQUIREMENTS**

1. Demonstrate passion for the mission of DeLaSalle.
2. Bachelor's Degree preferred.
3. Excellent computer skills, especially use of Microsoft Office (Word, Excel, PowerPoint, and Outlook).
4. Accounting/bookkeeping experience preferred.
5. Experience with Raiser's Edge or other donor database required.
6. Proven ability to work as part of a high performing team of professionals as well as work independently.
7. Ability to meet frequent deadlines and work in a fast paced environment.
8. Demonstrate success in establishing excellent interpersonal relationships with key leaders, volunteer and paid, to accomplish goals and objectives for an institution.
9. Establish highly effective working relationships with all members of DeLaSalle's staff including administrators, teachers, counselors, support staff, and operations staff.
10. Work habits and behavior that are quality driven and consistent with the mission of DeLaSalle.
11. This position requires an individual to possess and consistently demonstrate attention to detail.

12. Demonstrate excellence with written and verbal communication skills, public speaking and presentation skills and highly effective interpersonal skills.

**SPECIFIC RESPONSIBILITIES**

- Maintain records, documentation, files, and directory of Board of Directors
- Manage all aspects of the donor database, including recording donations in donor database, entering new data, and updating existing data.
- Coordinate all gifts received and thank donors within 48 hours of receipt of gifts.
- Update proposal information in Raiser's Edge.
- Reconcile gifts monthly using established procedures.
- Assist with various bulk mailings.
- Maintain and update hard files of private donors.
- Maintain and order general office supplies including letterhead, envelopes, copier/fax ink cartridges, mail machine supplies, etc...
- Other general office administrative duties as assigned.