Catholic Diocese of Evansville
Catholic Schools Office
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School Name: Reitz Memorial

Contact Name: Josh Reising

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Date Posted: 10/27/2026

Date Closed: 11/18/2026

Job Type: Non-Certified

Employment Type: Full-Time

Title/Position: Other

Grade Level/Subject Area: Advancement

Start Date: 12/7/2026

Job Description/Responsibilities:

The Advancement Coordinator supports the Office of Advancement by coordinating fundraising initiatives, donor stewardship, alumni engagement, communications, and special events. This position serves as a key operational partner in advancing Reitz Memorial High School's mission and strategic goals by cultivating meaningful relationships with alumni, donors, families, and community partners. Working closely with the Director of Advancement & Alumni Engagement, and in collaboration with the Director of Marketing & Broadcasting and the Director of Enrollment, this role assists in executing advancement communications, digital engagement strategies, fundraising campaigns, alumni outreach efforts, and event promotion initiatives that strengthen the school's visibility and philanthropic support.

The Advancement Coordinator also provides administrative and organizational support for advancement operations, donor database management, reporting, and select executive scheduling and meeting coordination as needed.

The employee supports, upholds, and models the philosophy of Catholic education and the mission of Reitz Memorial High School.

Essential Job Functions

Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions; duties/responsibilities may change at any time with or without notice.

Advancement & Donor Engagement

□ Provide administrative and operational support for advancement initiatives, annual giving campaigns, fundraising efforts, alumni engagement programs, and donor stewardship activities.

□ Assist in implementing the school's annual advancement and fundraising plan in support of strategic goals.

 Support donor cultivation and stewardship through timely communications, acknowledgements, prospect research, donor reporting, and follow-up activities.
 Maintain accurate and confidential donor and alumni records, process gifts and pledges, generate reports, and collaborate with the Finance Office to ensure data integrity.
 Assist with grant preparation, advancement projects, and the development of best practices related to donor data management and advancement systems.
 Develop and implement strategies that engage current students and graduating seniors in opportunities for future alumni involvement and connection with Reitz Memorial High School.

Communications & Events

 Coordinate and support fundraising events, alumni engagement activities, reunions, community outreach initiatives, and other advancement-related programs
 Manage event logistics, including registrations, vendor and volunteer coordination, promotional materials, timelines, event communications, and day-of support.
 Collaborate with internal departments to develop and distribute communications that promote fundraising initiatives, alumni engagement, donor impact, school events, and community partnerships.
 Maintain regular communication with alumni, families, donors, and community stakeholders through email, newsletters, social media, and other digital platforms.
 Support the development of social media content, storytelling initiatives, and digital engagement strategies while ensuring consistent messaging and brand alignment.
 Assist in Formation Friday and Career Exposition event coordination

Administrative Operations

 Coordinate scheduling, meetings, calendars, project timelines, and organizational support for advancement and leadership initiatives.
 Prepare meeting materials and oversee meeting logistics, including room setup, technology, hospitality, and follow-up documentation.
 Maintain organized records, files, calendars, and advancement documentation.
 Serve as a welcoming and professional point of contact for alumni, donors, families, visitors, and community partners.
 Serve as first point of contact (reception) for incoming calls and walk-in traffic.
 Assist President with the administrative activities of Holy Cross Hall.
 Perform additional advancement and administrative duties as assigned.

Qualifications:

Competencies / Skills

 Strong organizational, project management, and time-management skills with exceptional attention to detail and accuracy.
 Excellent written, verbal, and interpersonal communication skills.
 Strong relationship-building and customer service abilities.
 Ability to manage multiple priorities and deadlines while maintaining professionalism and confidentiality.
 Proficiency in Bloomerang (or similar donor database systems), Microsoft Office Suite, Google Workspace, and digital communication tools.
 Familiarity with social media platforms, content development, and digital engagement strategies.
 Ability to work independently while collaborating effectively within a team environment.
 Demonstrated professionalism, reliability, initiative, and sound judgment.

Qualifying Work Experience

 One to three years of experience in advancement, communications, fundraising, event planning, administrative support, marketing, nonprofit operations, or a related field preferred.
 Experience with donor databases, event coordination, communications, or social media management preferred.

Required Education and Licensures

 Associate's or Bachelor's degree in Communications, Marketing, Business, Public Relations, Nonprofit Management, or a related field preferred.
 Clean background check required.

Work Environment

- **Work is performed in a variety of settings, including an office environment and outdoor locations. This role may involve exposure to computers and office equipment, as well as varying weather conditions, including shifts in temperature and humidity.**
- **Occasional evening and weekend hours may be required to support events, alumni programs, and advancement activities.**

Physical Requirements

- **Ability to remain seated and use a computer for extended periods of time.**
- **Ability to walk and navigate campus facilities and event venues.**
- **Ability to lift and carry materials weighing up to 35 pounds.**
- **Fine motor skills necessary for typing, writing, and handling documents.**

Application Instructions:

Thank you for your interest in working for the Catholic Schools of the Diocese of Evansville. Please email a letter of interest and completed application packet to the Catholic Schools Office at **cso@evdio.org.**

Application Packets can be downloaded from the Diocese of Evansville website.
Certified Teacher Application **http://www.evdio.org/certified-employee-application-instructions.html**
Non Certified Application **http://www.evdio.org/non-certified-employee-application-instructions.html**
Bus Driver Application **http://www.evdio.org/bus-driver-employee-application-instructions.html**