

Wisconsin Lutheran Seminary
Mission Advancement Coordinator
Mission Advancement Office

Position Description
(October 2025)

Description

As a key member of the WLS Mission Advancement/Promotions (MA/P) team, the Mission Advancement Coordinator (MAC) position is responsible for the maintenance and upkeep of the Raiser's Edge (RE) database. Special emphasis is given to being the liaison between the MA/P and business office.

Functions – Mission Advancement

- Develop and maintain RE database. Provide input and assistance to the mission advancement (MA) director on RE best practices.
- Responsible for overseeing all functions of donor database (RE NXT) management including, but not limited to, timely gift processing including donor acknowledgments in cooperation with business office (see below).
- Ability to design and export queries for all areas with mission advancement.
- Manage on-going personal (written and phone) contact with both active and potential donors.
- Manage mid-level donor "donor nurture plans" (DNP's).
- Locate/mine prospects for visits using RE.
- Prepare reports required for the effective administration of the MA/P. Offer suggestions and ideas to enhance our mission advancement efforts.
- At the direction of the MA director, implement the annual mission advancement strategic plan. Update as needed throughout the year.
- Work closely with the WLS communications coordinator on donor related events.
- Manage MA literature supply.
- Work cooperatively with the WELS Ministry of Christian Giving, MCG Donor Relations Coordinator, WELS Ministerial Education Mission Advancement, WELS Director of Communications, and other synod stakeholders.
- Coordinate efforts between the MA/P and the Business Office.
- Act as a positive public relations person for WLS.
- Other duties as assigned.

Functions – Business Office

- Process incoming gifts, print receipts and maintain gift files.
- Coordinate with the Financial Aid Officer in the distribution of scholarships and oversee the student thanking process.
- Coordinate efforts between the Business Office and the MA/P.
- Other duties as assigned.

Relationships

- Responsible to the director of mission advancement and works closely with the business office.
- Involved with public relations and communication with donors.
- Interacts on a variety of tasks with faculty, staff, and students.

Qualifications

- Bachelor's degree is ideal.
- An active member of a WELS congregation.
- A firm commitment to the mission of WLS and the WELS.
- Ability to work independently and as part of a team.
- Computer skills that include an aptitude for word processing, spreadsheet and database applications.
- Good interpersonal relationship abilities as well as both written and oral communication skills.
- A team player.
- Excellent organizational skills and ability to manage several projects simultaneously.
- Ability to work independently and as part of a team.

Compensation

- This is a part-time position with a workload of between 25–30 hours a week.
- Starting wage is commensurate with abilities and experience.
- Benefits include group health, pension, long term disability, and paid vacation.