



## **Advancement Associate Position Description**

### **Summary:**

The Advancement Associate is a full-time, year-round position that reports to the Vice President of Advancement and is an integral part of the Advancement team. The Advancement Associate supports all Advancement Department activities and donor relation programs including the annual fund, fundraising events, and legacy gifts and plays a critical role in the daily and long-term operations of the advancement office. This individual will be passionate about the fundraising, relationship building, and communications goals that serve the mission of Cristo Rey Orange County High School.

### **Essential Duties and Responsibilities:**

- Partner with Vice President of Advancement to plan and execute donor cultivation, stewardship, and engagement events throughout the year
- Maintain accuracy of EveryAction donor database by regularly updating constituent records.
- Perform administrative and database duties such as filing, creating spreadsheets, querying, exporting, entering notes and actions in donor records, and report running.
- Provide support for board meetings, volunteer committee meetings and events including attending and assisting as needed.
- Generate mailing lists for the office; manage outgoing and incoming mail.
- Compose and edit correspondence, reports, presentations and memos.
- Perform prospect research and create research profiles.
- Prepare scholarship gratitude reports for donors, working closely with students, Financial Aid, and Finance to ensure accuracy
- Provide support for grant submissions and tracking
- Responsible for basic website and social media updates for Advancement
- Provide support for fundraising and cultivation events
- Other duties as assigned.

### **Qualifications:**

The ideal candidate is a resourceful individual with strong interpersonal, relationship-building, written, and organizational skills, who is also a self-starter, able to handle multiple priorities, and detail-oriented.

- Bachelor's degree strongly desired plus 3+years of related experience.
- Experience in a Catholic or independent school setting is preferred.
- Excellent written communication skills including spelling, punctuation, and grammar.
- Excellent interpersonal skills; ability to work well with faculty, staff, donors, and volunteers.

- Solid knowledge of the fundamentals of fundraising/advancement
- Strong technology skills, comfort with software programs, social media, and other technology including proficiency in Google Docs, Microsoft Word, PowerPoint, Excel, and Outlook.
- Experience with Donor CRM.
- Demonstrated ability to work collaboratively and strategically with diverse constituencies
- Time management skills, with ability to manage multiple projects simultaneously.
- Excellent organizational skills with the ability to multitask and prioritize work.
- Must be able to maintain confidentiality, have good judgment, and decision-making skills.
- While employees are not required to be Catholic, all employees are required to conduct themselves at all times in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church, the Cristo Rey Network, and Cristo Rey Orange County High School.

### **Compensation and Benefits**

Salary range is \$40,000 - \$50,000 annually is based on education and years of experience. This position is eligible for benefits including vacation, sick leave, and health programs.

### **To Apply:**

To apply, submit your resume and cover letter (preferably in PDF format to [careers@cristoreyoc.org](mailto:careers@cristoreyoc.org)).

**Disclaimer:** Cristo Rey Orange County High School provides equal employment opportunities to applicants without regard to race, ethnicity, religion, sex, or national origin.