

**Position:** Advancement Associate

**Department:** Advancement

**Reports to:** Director of Advancement

**Mission:** Cristo Rey Jesuit, a Catholic high school for young women and men of all faiths and limited financial means, integrates rigorous academics, professional work experiences and spiritual development to empower graduates to succeed in college and life.

The Advancement Associate works under the direct supervision of the Director of Advancement, with a great deal of contact with the President and Vice President of Strategic Growth. This person coordinates and supports many of the activities of the Advancement Department. Some specific responsibilities include donor database management, grant writing/reporting, and special event and annual giving support.

**Responsibilities:**

Donor Database Management / Prospect Stewardship and Cultivation

* Maintain, enhance and update the donor database
* Assist with mail and record checks daily
* Process gifts and prepare acknowledgement letters
* Provide scheduled and impromptu reports for committee updates and board meetings
* Work with Director of Finance to reconcile contributions on a routine basis
* Coordinate segmentation of database to manage appeals and reporting
* Create processes to consistently identify new prospects at all giving levels

Grant Writing and Reporting

* Collect relevant information and data to support the grant application process
* Fulfill grant proposal/reporting requirements

Special Events and Annual Giving Support

* Assist with coordination of key events to support donor cultivation and stewardship
* Assist with annual appeal solicitation efforts
* Assist with volunteer management
* Coordinate and maintain development calendar

Other

* Assist with other duties as assigned by the Director of Advancement and President
* Serve as lead for Student Ambassadors
* Support marketing and communications to influence favorable development outcomes

**Qualifications:**

* Bachelor’s degree and preferably, some experience in fundraising
* A strong team player, demonstrated self-starter with excellent interpersonal skills, requiring minimal supervision and a desire to work in a fast-paced environment on multiple projects
* Ability to communicate effectively both orally and in writing with keen attention to detail
* Desire and ability to support the Catholic and Jesuit character of the school
* Credible and verifiable experience planning meetings for small and large groups.
* Proficient with Microsoft Office; proficiency on DonorPerfect a plus

To apply for this position, please submit a cover letter and resume to Andrew Stith, President, at astith@cristoreymilwaukee.org.