



The School

Founded in 1914 by an anonymous benefactor and supported by the generosity of her family, its alumni, parents and friends, Regis High School offers a tuition-free Jesuit college preparatory education to Roman Catholic young men from the New York metropolitan area who demonstrate superior intellectual and leadership potential. In the admissions process, special consideration is given to those who cannot otherwise afford a Catholic education.

As a Jesuit school Regis is committed to both academic excellence and fostering a spirit of generosity and service to those in need. With an emphasis on academic rigor and Catholic formation, the school's program is designed to promote each student's intellectual and spiritual growth grounded in a deepening relationship with Jesus Christ.

Regis seeks to inspire and train the ethnically diverse young men in its care to become imaginative leaders committed to promoting justice and exerting leadership in the Church, in the civic community, and in their chosen profession.

With a budget of \$15 million, Regis has a student body of 530 students, a faculty and staff of 90 committed men and women, and a very strong network of volunteers. The school raises \$9 million or more for the Annual Fund each year to support its operating expenses and has recently completed a strategic plan, which outlines key priorities for next several years. For more information about Regis High School, visit www.regis.org.

General Position Description

Regis High school seeks a passionate, mission-driven, and talented individual to play an important role on its Development team. The Development Associate will report to Annual Fund Director and the Director of Communications. This individual will support and lead projects related to fundraising and community-building, all in support of advancing the mission of Regis High School.

Responsibilities

- Supports annual fundraising efforts, including assisting with donor relations (i.e. responding to donor inquiries), enhancing gift processing and database accuracy (i.e. following up on matching gift opportunities), and executing other operational tasks.
- Supports communications efforts, including generating content for a multiplatform social media presence and assisting with varied email and direct mail marketing campaigns.
- Coordinates annual student fundraiser, the Regis-DA Walkathon, in collaboration with other Development staff, Regis administrators, and external stakeholders.
- Coordinates the Young Alumni Challenge, a spring fundraising campaign for the most recent alumni of Regis High School, in collaboration with Annual Fund Director and other Development Staff.
- Conducts research on individual donors and prospects, as directed.

- Attends selected Development events to assist (e.g. reunions, receptions, speakers).
- Completes other projects as deemed appropriate by Annual Fund Director, Director of Communications, or Vice President for Development.

Minimum Qualifications for Applicants:**Education**

A bachelor's degree in business, communications, liberal arts, non-profit management or other related field is required. Evidence of continuing professional education through conferences, seminars, or professional associations is preferred.

Experience

A minimum of one to three years of professional development experience and/or relevant experience in another industry/field.

Skills & Qualifications

- Understanding of and a passion for Regis's mission of educating young men in the tradition of the Society of Jesus including a respect for and understanding of Regis's Jesuit and Catholic culture.
- Ability to contribute to Development projects, including coordinating with people to achieve desired outcomes, and tracking and reporting on progress.
- Strong social skills and comfort with networking and long-term relationship cultivation and development.
- A self-starter with the ability to initiate and follow through on new programs and projects that generate revenue and goodwill in order to achieve strategic and organizational goals.
- Excellent oral and written communication skills. Ability to articulate complex ideas in a meaningful way. Experience and credibility when presenting materials to external audiences.
- Facility with Microsoft Office suite, especially Word and Excel.
- Understanding of and passion for social media engagement across most popular social media platforms.
- Familiarity with website content management systems and broadcast email delivery systems.
- Facility with Raiser's Edge, similar client relationship management tool, or database.
- Creative and analytical skills.
- Ability and confidence to speak to a wide range of individuals.
- Occasional evenings and weekends are required for this position. Out-of-town travel will be infrequent.

Application Deadline:

Thursday, December 19, 2019

To Apply:

Send a **resume** and compelling **letter of interest** by e-mail to employment@regis.org.

Start Date:

January 2020 or a mutually agreeable date.

Compensation: Commensurate with experience and level of success in the institutional advancement area.