



925 E. 37th Street | Brooklyn, NY 11210

Brooklyn Jesuit Prep is a Jesuit, Catholic middle school for low-income students in the East Flatbush neighborhood of Brooklyn. The mission of the school is to break the cycle of poverty through education, employing a rigorous, well-rounded program with an extended school day, summer leadership camp and graduate support program.

In September 2021, BJP's faculty/staff of 20 people will be serving approximately 90 students.

Assistant Director of Development

Essential Responsibilities:

- ***Corporate and Community Engagement Coordinator***
 - Creatively develop programs and methods for engaging and stewarding donors and supporters; intentionally grow the number of volunteers in the school building.
 - Build relationships with business leaders, the community, and our target audiences of employees, trustees, donors, or others; Represent BJP in the local community by cultivating long-term relationships with businesses and organizations.
 - Research and compose grant requests to corporate and community partners; assist the Director of Development with the overall implementation of partner strategy.
 - Creatively manage a portfolio of donors and potential sponsors of students
 - Manage portions of the Garville Scholars Program; focus on corporate and professional development and engagement with alumni.
- ***Special Events***
 - Coordinate the execution of a variety of events throughout the school year including but not limited to fundraisers, Fall Gala, Capital Campaign Events.
 - Collaborate with the Director of Development to manage each event and attendee within the context of a comprehensive development program aimed towards the continued growth of volunteer leadership, major gift prospects, and institutional ambassadors and networkers.
 - Ensure project revenue, expense, and quality of event goals are met

Qualifications:

- Bachelor's Degree
- Sharp attention to detail, time management and organizational skills required
- Creativity and the ability to handle several projects simultaneously
- Exceptional writing skills and communication skills

Hours: Full Time

Position Starts: Immediately

Salary and benefits negotiable and competitive

Please submit a resume and two professional references to Fr. Powell at president@brooklynjesuit.org