

Saint Ignatius College Prep Job Description

Job Title: Development Associate

Status: 12-month: Exempt, Full-Time

Reports To: Chief Development Officer

Prepared by/date: Kevin Golden , October 2024

Approved by/date: Patricia Rojek, October 2024

Summary: The Development Associate will support the organization's fundraising and development efforts. This role involves coordinating events, managing donor relationships, and preparing materials. The Development Associate will work closely with the Development team to ensure the efficient operations of Development activities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Assist in planning, organizing, and executing events including Gloriam, Annual Golf Outing, Engagement Societies, Class Reunions, Parent Organization, and external events working at the direction of and in collaboration with the Director of Events, Director of Alumni Relations, and Executive Assistant to the President and Chief Development Officer.
2. Manage and maintain event databases, ensuring accurate and up-to-date records in regards to alumni events, awards, recognitions and communication from alumni.
3. Coordinate alumni communications, including invitations, announcements, thank you letters, newsletters, and updates.
4. Create and develop marketing/invitations and signage materials for needs of the Development team.
5. Collaborate with the Communication and IT departments with regards to website and social media platforms.
6. Prepare reports on alumni event activities, tracking progress and financial outcomes.
7. Works on creating event programs/booklets, name tags, seating charts, and other event and promotional materials as needed for each individual event. Order materials for the Development team including promotional items and giveaways. Coordinate aspects of event logistics, including partnering with Operations team, space selection, catering, audiovisual requirements, decor, and attendee management.
8. Collaborate with the Operations department to coordinate events while maximizing efficiencies and minimizing disruption to student and faculty schedules and spaces.
9. Serve as a point of contact for event inquiries and provide excellent customer service to donors, alumni, volunteers, and other event attendees.

10. Oversee event communications, including invitations, RSVP tracking, event websites, social media promotion, and post-event follow-up.
11. Develop and maintain relationships with external vendors, sponsors, and partners to enhance event experiences and secure in-kind support when possible.
12. Support the evaluation of the event success through metrics such as attendance, donor engagement, revenue generation, and attendee feedback, and gather recommendations for improvement.
13. In this community-facing, community-driven role, candidates can expect a fluctuating seasonal schedule of events, with work schedules including weeknights and Saturday responsibilities.
14. Participate in Adult Formation Cohort with Faith and Ministry effort, developing a full understanding of Jesuit education, history, and community values.
15. Complete required professional development for Adobe and Canva platforms via Creative Live and other providers.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without a reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree; equivalent experience will be considered.
- A strong sense of fundraising ethics and practices, and respect for confidentiality of donor information
- Commitment to a collaborative approach to problem solving and strategy
- Desired proficiency in Microsoft Office Suite, Adobe, Canva and donor management software (NXT Raiser's Edge).
- Excellent communication and interpersonal skills, with the ability to engage, motivate, and collaborate with volunteers, donors, and internal stakeholders effectively.
- Experience in event planning, fundraising, business development, operations, or nonprofit management, with a proven track record of success in organization and supporting the attainment of key performance indicators.
- Strong project management skills, with the ability to manage multiple projects, prioritize, and meet deadlines in a fast-paced environment.
- Proficiency in budget management, financial analysis, and fundraising software/tools.
- Commitment to the mission and values of Saint Ignatius College Prep, with a passion for Jesuit Catholic education, community-building, and philanthropy.

(NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, Administration reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel workload, or technological developments).

Please read carefully and check the appropriate choices below:

- I have read the job description above. I can perform all the essential functions of the job.
- I have read the attached Work Environment/Physical Demands document. I can perform the essential function of the job under these conditions
- I have read the job description above and the attached Work Environment/Physical Demands document. I can perform all the essential functions of the job with the following requested reasonable accommodations. (Please list accommodations below)

Employee Name (Print) _____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Requested Accommodation(s):