

Job Description - Development Officer

Students who attend Chicago Jesuit Academy (CJA) will be the next generation of leaders in the City of Chicago. Talented people who wish to be employed by Chicago Jesuit Academy must demonstrate a past and continued commitment to academic excellence, professional development and the Jesuit ideal of being people for others. Strong candidates are disciplined workers, compassionate listeners and tireless advocates for the children they serve. Most importantly, they recognize that Chicago Jesuit Academy will ask them to approach their work as a vocation and make substantial contributions of their time and talents in the service of the students, alumni and families of CJA.

For this position, we are looking for someone who is eager to grow in their professional practice and to learn how our development office functions. Responsibilities and assignments will increase over time as the Development Officer demonstrates success on initial projects. We believe in learning through action, so there will be close collaboration with colleagues as this person learns to demonstrate mastery.

This person will:

- Manage a portfolio of individual donors making annual donations of \$5,000 or greater
- Work with the development team, the Vice President of Development and the president to achieve major gift fundraising goals
- Establish and maintain relationships with a portfolio of donors and prospective donors and invite them to increasing levels of commitment and support
- Actively engage with donors to communicate how their investment is making a difference in the lives of the young men we serve
- Coordinate cultivation, solicitation and stewardship visits for the president and development officers
- Work with donors to coordinate small events to introduce our work to their networks
- Manage major donor renewal cycle, including drafting communications and engaging board and committee members
- Work collaboratively with development staff to ensure timely execution of departmental operations
- Perform other duties and manage projects as assigned

The ideal candidate should:

- Have a sincere commitment to diversity, equity and inclusion with a belief that all children deserve equitable access to a high-quality education
- Possess strong relationship building skills including the ability to ask questions and make inferences that help you understand a donor's motivation, to navigate challenging conversations across lines of difference and to listen sincerely and effectively

- Be goal oriented, motivated by achieving individual and group fundraising goals
- Be detail oriented with exceptional organizational and communication skills
- Have project management skills and be adept at juggling multiple deadlines and stakeholders to ensure a comprehensive final product
- Have a collaborative spirit; be motivated and driven to work with the development team to accomplish team goals while also completing independent work
- Be politely persistent
- Actively engage in the life of the school and community

To Apply

Please apply online at www.cjacademy.org or send your resume and cover letter to Ben Klooster, Director of Recruitment.

Chicago Jesuit Academy Mission Statement

Mission: Chicago Jesuit Academy is a loving and academically rigorous tuition-free Catholic elementary school for students and families from resilient communities impacted by historical disinvestment. We accompany our students and alumni from enrollment through the start of their careers as they develop their gifts and grow as men and women for others.

Means: Located in Austin on Chicago's West Side, CJA admits students to all grades in our lower and middle school without regard for their race, ethnicity or religion, and CJA enrolls 3rd-, 4th- and 5th-grade students without regard for their past levels of academic achievement. We use small class sizes, extended school days and an 11-month school year to give personal care to our students and help them develop as whole persons. We accompany our alumni on their unique paths to meaningful employment and support them throughout high school, their post-secondary education and the start of their careers, always welcoming them back as leaders at CJA and in the broader community. CJA students, alumni, parents, faculty, staff, volunteers and benefactors listen to and learn from one another and make disciplined sacrifices to accomplish our shared mission. We partner with other schools and the broader community to create access to better educational resources, confront systemic racism and remove obstacles to educational equity. We call one another to find God in all things and be men and women for others who are open to growth, loving, religious, intellectually competent and committed to doing justice.

Chicago Jesuit Academy, in accordance with our Jesuit tradition, is committed to fostering a diverse community of outstanding faculty, staff and students, as well as ensuring equal educational opportunity, employment, and access to services, programs and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex (except in matters of admission and enrollment), gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristic or military status. Employees, students, applicants or other members of the CJA community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected identity.

Job Type: Full-time

Pay: \$40,000.00 - \$75,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- Monday to Friday

Supplemental Pay:

- Bonus pay

COVID-19 considerations:

Per CDC, IDPH and ISBE guidance, all persons at CJA are currently required to be masked in all public multi-person spaces at Chicago Jesuit Academy. In addition to masking and hand hygiene requirement, CJA has excellent indoor air quality.

Ability to commute/relocate:

- Chicago, IL 60644: Reliably commute or planning to relocate before starting work (Required)

Education:

- Bachelor's (Required)

Experience:

- Fundraising: 1 year (Preferred)
- Microsoft Office: 1 year (Preferred)

Work Location: One location