



## **Assistant Director of Development**

Reports to: Director of Development

The Assistant Director of Development is responsible for partnering with the Director of Development in executing the annual fundraising for Cristo Rey St. Martin.

### **Specific Responsibilities include:**

- Assist the Director of Development in managing the Development Office team and flow of development office activity.
- Supervise Student Workers providing direction, training and feedback
- Supervise all donor data management.
- Collaborate with the Director of Development to develop and implement specific annual fundraising campaigns and goals to cover operating needs.
- Coordinate annual appeals
- Manage the production of the school's annual report
- Manage the execution of all major events, including the annual Founders Dinner and Elevate, creating timeline, revenue and expense targets, soliciting sponsors, leading planning meetings, recruiting and coordinating volunteer committees planning the events and managing all event support tasks.
- Support events hosted by other departments within CRSM as needed
- Work with Corporate Work Study Director and Director of Development to create programs that leverage work and donor relationships to maximize the benefits of jobs and donations to the school.
- Manage the flow of all thank you notes/calls to donors and board members and other expressions of gratitude.
- Coordinate all visits to Cristo Rey St. Martin College Prep (arranging to have students give tours, providing refreshments, contacting the prospect with directions, etc.)
- Work closely with Director of Admissions and Student Ambassadors to leverage student presence at events, small gatherings and all school visits.
- Support the Director of Development in preparing reports for the Board of Trustees as needed.
- Attend all meetings of the Development Committee of the Board of Trustees.
- Work to create and support efforts of a Junior Board of Directors/Advisory Council
- Perform other tasks as assigned by the Director of Development

### **Required Skills/Experience**

- Bachelor's Degree
- 2+ years of fundraising experience with a non-profit organization
- Familiar with donor management programs
- Strong project management skills
- Ability to work independently, set priorities and complete work timely and accurately
- Solid people and communication skills
- Ability to serve as high profile representative of the school in public settings
- Creative and entrepreneurial
- Knowledge of general business software and aptitude to learn new applications; proficiency in Microsoft Office (Word, Excel, Outlook)

Position open until filled. Please send resume and references to Candice Tonon, Director of Development, at [candicetonon@cristoreystmartin.org](mailto:candicetonon@cristoreystmartin.org)