

SALESIAN

College Preparatory



Our Mission

SCP is a Catholic school that educates young men and women to develop into good citizens for the betterment of society and the glory of God. Salesian combines the elements of home, school, church, and playground in a supportive and caring environment, in accordance with St. John Bosco's educational philosophy of reason, religion and loving kindness.

Our Community

- Student body mirrors diversity of the East Bay
 - 90%+ BIPOC
 - 40% Urban Areas
 - 60% Suburban
- 99% College Acceptance
 - 75% = 4 year
 - 25% = 2 year
- \$3M+ in Tuition Assistance
- 74% of faculty hold advanced degrees
- 15:1 Student to Teacher Ratio
 - Over 50% with advanced degrees
 - 15% with PhDs
- Average Class Size 24
- 30+ Student Led Clubs
- Athletics Program Division 6A - Division I
- Home of Champions
 - 6 CA State Titles
 - 9 NorCal Team Championships
 - 37 NCS Team & Individual Championships
 - 61 League Championships

Career Opportunity

DEVELOPMENT COORDINATOR – Part time

JOB SUMMARY:

The Development Coordinator is part time, 20 hrs/week role and is an integral member of Salesian College Preparatory- Mission Advancement team. Mission Advancement represents the joint efforts of the Marketing and Development departments. The Development Coordinator serves as the backbone of the operation by overseeing all administrative and database management processes in place to manage stakeholder relationships. The position will be responsible for development administration, prospect research, and support of solicitation and stewardship cycles. He or she must be extremely detail-oriented, data driven and work to ensure delivery of impeccable donor services. Office is fast-paced, and must be adept in multitasking. Success is determined by meeting deadlines, attention to detail as well as overall enthusiasm when promoting the school to constituents.

DUTIES & RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

- **General Development Support:** Function as point staff for gift processing and tracking. Process incoming and outgoing mail where donations are expected. Maintain and update constituent records in the donor database (Raiser's Edge) and ensure data integrity through accurate data entry and most importantly, ongoing clean-up efforts. He or she must be able to run reports, synthesize information, and share frequent updates about current and prospective donors with the DoD. Manage the timely acknowledgement of gifts and assure that all types of donations (cash, pledges, matching gifts, and planned gifts) are properly documented. Work closely with the Finance department on incoming gift processes and reconciliation efforts.
- **Campaigns/Events:** Support all fundraising campaigns, including development-related content and support. Serve as primary logistics staff for fundraising events, and other small-scale gatherings. Assist DoD and work with various school departments to plan special events (i.e. preparation, execution and processing of online RSVPs); In collaboration with the DoD plan and execute the "day of" fundraising portions of the Alumni Golf Tournament and Crab Feed (i.e., tuition pops, fund-a-need, etc.) and Salesian Forever events.



- **Cultivation:** Support the DoD's efforts to build relationships with, manage and steward low to mid-level and monthly donors. Communicate with donors in person, on the phone, and by email. Prepare and send acknowledgment letters as required. Implement Cultivation Calendar touchpoints for all donor levels. Coordinate and execute special mailings, including holiday cards and newsletters. Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits; Research potential prospects and add information to constituent database, e.g. meeting notes on a regular basis
- **Acquisition:** Research and identify potential partners and donor prospects. Locate key foundation contacts and grant information. Identify fundraising opportunities for the organization, including in-kind donations
- **Other Development Tasks:** Within 3 months achieve proficiency in Blackbaud CRM for development functions. Edit and maintain website content related to Development pages on schools website
- ***Other duties as assigned***

Minimum qualifications

- Bachelor's degree
- At least two years of experience in an office environment
- Extensive experience with donor databases (Raiser's Edge) and design software a plus
- Excellent oral and written communication skills and judgment with the ability to maintain privacy and confidentiality
- Proficient with Microsoft Word, Google and Excel
- Impeccable time management skills with the ability to multitask
- Detail-oriented approach with ability to work under pressure to meet deadlines
- Ability to analyze data and use spreadsheets

Terms of Employment:

- Part time, in person, 20 hrs/week, non-exempt
- \$26 - \$28 / hour
- Monday – Friday with occasional evenings or weekend

Accountability: Accountable, supervised, and evaluated by the Director of Development

*Applicants must submit a cover letter and resume via email to **application@salesian.com** with the subject line: "Development Coordinator Applicant". Please include your full name, email address and mobile number.*