

DEVELOPMENT ASSISTANT

Sacred Heart Apostolic School – Rolling Prairie, Indiana

The primary role of the Development Assistant is to support benefactor development and fundraising efforts of Sacred Heart within context of the Catholic Faith. This full-time role is the organizational and functional support of fundraising and reports to the Vice Rector of Sacred Heart Apostolic School.

GENERAL DUTIES:

- Provide administrative support for fundraising efforts
- Work on research for both existing and potential benefactors
- Help with the organization and setup of local fundraising campaigns and events
- Upload and maintain the contact and fundraising database: Salesforce
- Setup and properly categorize appointments, and assist with managing and maintaining forecasts
- Support development of marketing materials, both in printed and electronic forms, such as, Benefactor Letters, Fundraising mailings, Newsletters and Brochures
- Maintain the SHAS website and be point person for issue resolution
- Provide professional Development officers with all assigned administrative support
- Prepare development and other reports as requested
- Attend certain Development meetings locally
- Provide administrative support for Admissions team
- Support efforts to receive in-kind donations, including pickup and delivery

QUALIFICATIONS:

- Bachelor's degree
- Minimum of two years of experience in development office administration, and/or project coordination, and/or event coordination
- Proficiency with technology: MS Office, project management software, CRM software, and email distribution software
- Naturally proactive, organized, and collaborative style of working with others
- Good telephone, correspondence, and listening skills
- Strong capability to present information and respond to questions effectively
- Unifying and charitable interpersonal behaviors
- Works well under stress such as meeting critical deadlines, attention to detail, copy editing, follow-through on critical assignments
- A practicing Roman Catholic is a bona fide occupational requirement of the position
- Currently active in the Regnum Christi Movement is preferred but not required

TRAVEL: Possible local travel up to 20%

DRIVING: Must be smart enough to drive an automobile without hitting large objects

COMPENSATION: DOE; excellent benefit package.

With corresponding Job Title in the subject line, please email resume and cover letter to: careers@arcol.org