



Staff Job Description: Assistant Director of Development

School Description: Christ the King Jesuit College Prep, a Catholic school on Chicago's West Side and a member of the Cristo Rey Network, challenges and inspires its young women and men through the integration of academics, work experience, and extracurricular activities to lead lives of integrity, faith, and servant leadership for the greater glory of God. We serve students in grades 9-12, through an innovative corporate internship program which allows students from families of limited financial means to earn most of their tuition costs through jobs in professional settings. Christ the King prepares each student for college through our rigorous college prep curriculum and Corporate Work Study Program. We are proud that each year, every Christ the King graduate is accepted to college. The Class of 2021 marks our tenth consecutive class of 100% acceptance! Not only have all our graduates been accepted into college, but 94% have enrolled in college after graduation.

Summary: Working closely with the Vice President of Advancement, the Assistant Director of Development (ADD) plans and implements fundraising, communication, and stewardship strategies for the Adopt-A-Student Program, the Peter Claver Society, and the Annual Fund Program. As an external-facing fundraiser, the ADD works closely with the King of Hearts Gala Chair Couple and Committee. The ADD also manages the Auxiliary Board, ensuring that its annual revenue and volunteer goals are achieved.

The Assistant Director of Development reports directly to the Vice President of Advancement and is an exempt, full-time position.

Key Responsibilities:

Adopt-A-Student Program

The Adopt-A-Student Program is the vehicle for donors to provide scholarship support, bridging the gap between what CTK students earn in their Corporate Work Study Program jobs and what their families can afford to pay toward their tuition. The annual revenue target is \$600,000.

- Develop an annual revenue plan for all AAS donors, including upgrade of renewing donors and acquisition of new donors.
- Implement all aspects of the annual revenue strategy to include tactics such as in-person visits, mailings and emails, student notes, customized acknowledgement letters and other existing elements of the program.
- Create (and execute) stewardship communication by collaborating with colleagues from different departments within the school.
- Plan and implement donor engagement and cultivation activities to increase giving and retain donors while furthering a connection to the school's mission.
- Communicate regularly with donors and update database records accurately and timely.

- Report on a timely basis on all progress towards accomplishing monthly and annual objectives.

Peter Claver Society

The Peter Claver Society recognizes donors who have included Christ the King in their estate plans or made another type of planned gift with the school as a beneficiary.

- Determine which current donors are candidates for inclusion in the Peter Claver Society.
- Identify creative ways to invite donors to learn about and/or become members of the Peter Claver Society.
- Coordinate relationships with outside professionals involved in the creation and administration of planned giving vehicles, as appropriate.

Annual Fund

The Annual Fund is a central component to the school's overall fundraising strategy, with a revenue target of \$800,000.

- Develop the annual plan to renew and acquire new annual fund donors.
- Implement all aspects of the annual fund strategy, including direct mail, e-appeals, and engagement on social media.
- Develop a calendarized communication plan for donors and prospects.
- Track campaign and appeal results and generate applicable reports.
- Collaborate with colleagues from other departments to create stewardship and impact communications.
- Maintain accurate and timely donor updates in database.
- Report on a timely basis on all progress towards accomplishing monthly and annual objectives.

Auxiliary Board

The Auxiliary Board is comprised of professionals who support the school through fundraising, volunteering, and advocacy.

- Serve as staff liaison for the Auxiliary Board, guiding and managing its fundraising activities.
- Collaborate with Auxiliary Board Chair to lead Board meetings and other committee meetings.
- Support the board in planning and executing its signature fundraising event, RISE UP.
- Actively identify and recruit new members.

Additional functions:

- Support relevant committees including but not limited to board of directors and development committee of the board.
- Attend faculty/staff mission meetings/retreats as scheduled throughout the year.
- Attend events as necessary (some evenings and weekends) associated with school, i.e. fundraisers, school Masses, graduation, and attend non-school functions to increase awareness amongst Chicago network of constituents.

Requirements:

- Bachelor's Degree required
- 5+ years' experience in the field of Development
- Successful experience in soliciting major gifts

- Exceptional storytelling skills
- A collaborative attitude
- Attention to detail and willingness to “pitch in” as necessary
- Strong computer skills, including MS Office and Blackbaud Raiser’s Edge
- The ability to anticipate and be responsive to the needs of multiple stakeholders, including, but not limited to: individual donors and prospects, corporate and foundation donors and prospects; school leadership; teachers; volunteers; students; community members, and Corporate Work Study Program partners
- The ability to represent the school in a positive light at all times
- Familiarity with and/or the capacity and commitment to develop an understanding of the challenges facing low-income urban education on the West Side of Chicago, the impact of the Cristo Rey model, and the mission of Catholic education in the Jesuit tradition
- Successful candidates will be required to pass a background check.

The above is not 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, the school (Administration) reserves the right to revise the job or to require other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel workload or technological developments).

Qualified candidates should submit a resume, cover letter, and professional references to careers@ctkjesuit.org. Incomplete applications will not be considered. No phone calls please.