



Staff Job Description: Development and Events Coordinator

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 up to three-quarters of their tuition costs through jobs in professional settings. Christ the King prepares each student for college through our rigorous college preparatory curriculum and Corporate Work Study Program. We are proud that each year, every Christ the King graduate is accepted to college. The Class of 2022 marks our eleventh consecutive class of 100% acceptance!

Summary: The Development and Events Coordinator is responsible for growing the school's foundation relations program and ensuring the success of CTK's revenue-generating special events. The Development and Events Coordinator collaborates with colleagues throughout the school to be an informed advocate for key funding initiatives.

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

Key Responsibilities:

Foundation Relations

Develop and implement an annual plan to solicit and steward current and prospective foundation partners.

- Research, write and submit proposals to foundation donors and prospects.
- Report measurable results to foundations as required and steward current and prospective partners.
- Understand the goals, objectives, activities, metrics, and budgets of key school programs.
- Maintain accurate records in database.

Special Events

Develop and execute an annual plan for CTK special events to include: 1) King of Hearts Gala, 2) RISE UP, 3) Spring Luncheon, 4) Golf & Grill, and other smaller donor cultivation events throughout the year.

- Research and recommend cost-effective venues and vendors and serve as liaison to these contractors.
- Manage all event logistics, including: 1) Annual/monthly planning, 2) Auction solicitation and online platform management, 3) Host committee communication, 4) Registration and seating, 5) Day of event, 6) Wrap-up.
- Track results and provide accurate reports on event revenue and expenses.
- Support the event host committees and perform other event related tasks in partnership with the development department.

Board of Directors

Work with the President to coordinate communication with the Board of Directors.

- Schedule meetings, the annual board retreat, and the year-end dinner.
- Compile and distribute board packets.
- Record minutes of the meetings, and other related tasks as assigned.

Additional functions:

- Support key committees including, but not limited to: Auxiliary Board, Board of Directors, and the Development Committee of the Board.
- Attend faculty/staff mission meetings/retreats as scheduled throughout the year.
- Collaborate with the development department colleagues on other tasks as assigned.
- Attend events as necessary (some evenings and weekends) associated with school, i.e., fundraisers, school Masses, graduation.
- Attend non-school functions to increase awareness amongst network of Chicago constituents.

Requirements:

- Bachelor's Degree required
- 3+ years' experience in the field of development
- Excellent writing and speaking skills
- Strong analytical, project management and problem-solving skills
- Excellent computer skills, including MS Office
- Demonstrated ability to excel in a team environment and work autonomously
- Highly organized and able to work on multiple projects concurrently
- 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
- Flexibility to work some evenings and weekends
- Successful candidates will be required to pass a background check.

Preferred:

- Graphic design experience
- Previous work experience in non-profit fundraising, marketing, and/or alumni relations and with volunteers.
- A working knowledge of Blackbaud Raiser's Edge

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 and cover letter to careers@ctkjesuit.org. Incomplete applications will not be considered. No phone calls please.