



## **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 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:** 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 spends considerable time meeting with current, lapsed, and prospective donors to cultivate, solicit and steward their support. 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 \$630,000.

- Develop an annual revenue plan for all AAS donors, including upgrade of renewing donors and acquisition of new donors, and reengagement of lapsed donors.
- Analyze donor trends from the last 5 years regarding number and level of donors and create strategy to address successes and challenges.
- 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.
- Regularly identify and qualify prospects that have greater philanthropic capacity and bring those to the attention of the VP of Advancement for possible interaction with the VP of Advancement or the President.
- Create (and execute) stewardship communication by collaborating with colleagues from different departments within the school.
- Plan and implement donor engagement and cultivation activities (1x1, small group, etc.) 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.

### **Tax Credit Scholarship Program**

Manage the Tax Credit Scholarship program, serving as the coordinator of information among families, donors, and Christ the King staff. The school's revenue target for this program is \$600,000.

- Promote the Tax Credit Scholarship initiative in publications and communications, as well as persistently seeking opportunities for growing the awareness and donor benefit of this program.
  - Ensure that all advancement staff are fluent in speaking about and promoting the program in conversations with donors.
  - Provide information to prospective donors seeking to learn more; follow-up, as needed.
  - Assist renewing and new donors through the giving process.
  - Track donors with each Scholarship Granting Organization (SGO)
- Assist CTK families through the application process
  - Manage family scholarship tracking

### **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, and then bring these donors to the attention of the Vice President of Advancement and the President to create strategies for a comprehensive gift strategy.
- Identify and implement 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.
- Explore opportunities for additional training in planned giving in order to be able to recognize planned gift donor prospects and to assist staff with this aptitude as well.

### **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, upgrade, and acquire new annual fund donors.
- Implement all aspects of the annual fund strategy, including direct mail, e-appeals, in-person visits, and social media engagement.
- Analyze giving patterns and wealth screening in order to identify those who may be segmented for a more personal outreach approach by the Vice President of Advancement or President.
- Develop a calendarized communication plan for donors and prospects.
- Track campaign and appeal results utilizing reports generated by the database manager.
- Collaborate with colleagues from other departments to create stewardship and impact communications.
- Promote and grow CTK's monthly giving program, Guardians of Gladiators.
- Maintain accurate and timely donor updates in database.
- Report on a timely basis on all progress towards accomplishing monthly and annual objectives, including number of donors, renewals, gift levels, and overall giving. Note that these updates will be provided on a weekly basis following active direct mail solicitation.

### **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 fall fundraising event, RISE UP, in concert with the Stewardship and Special Events Manager.
- Actively identify and recruit new members.

#### **Additional functions:**

- Support relevant committees including but not limited to the board of directors and development committee of the board, as appropriate.
- 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 the 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 & prospects, corporate and foundation donors & 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).

Interested applicants should send a cover letter and resume to [careers@ctkjesuit.org](mailto:careers@ctkjesuit.org).