

Position Title: ADVANCEMENT ASSOCIATE

Who We Are

Cristo Rey Orange County High School is in Santa Ana, CA, and is part of the national Cristo Rey Network. Cristo Rey schools use a rigorous academic model, supported by best practices in instruction and assessment, to prepare students with a broad range of intellectual abilities for college and life. Cristo Rey Network schools employ an innovative Corporate Work Study Program that provides students with real world work experiences. In this unique model, every student works to fund most of the cost of his or her education while gaining job experience, growing in self-confidence, and realizing the relevance of this education. Students work in various corporate and business settings including law firms, banks, hospitals, universities, and with other professional organizations.

Position Summary

Reporting to the Vice President of Advancement, the Advancement Associate is a key member of the Advancement team, he/she is responsible for assisting the Vice President in securing funding to realize the mission and vision of the school. The Advancement Associate is responsible for managing the CRM database, including maintaining and updating development information. This person will also work closely with the development team to assist with grant submission and reporting, annual fund appeals, communications and events as well as other projects that support the fund-raising goals.

Roles and Responsibilities

Understand, embrace, and implement the school's mission and philosophy as written in the Mission Effectiveness Standards, participate in the Christ-centered life of the school; and model the school's philosophy in working with benefactors, students, parents, colleagues, and administration.

- Maintain the integrity of the donor and grant database ensuring that it is updated regularly and accurately.
- Assist the Vice President of Advancement with events, visits by prospects, grant proposals and other revenue-generating activities.
- Manage the process of recording gifts and processing acknowledgment letters.
- Responsible for daily reporting of revenue received.
- Develop and maintain reports using CRM and Excel.
- Review and update procedures for use of the CRM to increase efficiency and performance. Communicate procedures with necessary staff.
- Optimize the use of the database by staying current on upcoming enhancements to functionality.

- Ensure close communication with the Corporate Work Study Office and the Communications & Marketing Office in the use of the CRM.
- Research prospective donors and private foundations, including using wealth estimate functions, and help in preparation and briefings for meetings as well as grant submission and reporting. Proactive prospecting and research.
- Help orient staff on the CRM.
- Perform complex data searches and exports from the database to produce detailed and accurate reports and mailing lists.
- Run lists for event invitations, appeal letters, annual reports, stewardship, and other donor communications.
- Provide customer service, both internally and externally, by responding to requests, identifying solutions, and providing services to donors, foundations, and prospects.
- Serve as the primary liaison with the Finance Office, including the reconciliation of pledges, and credit card transactions.
- Work closely with the CROC team to ensure seamless flow of information between departments and ensure all donor related events are represented in social media, website, and donor communications. Source ideas for donor stories.
- Perform other duties as assigned by the Vice President of Advancement.
- Support the Advancement Committee of the Board of Directors.
- Work closely with the CROC team to coordinate fundraising event logistics and materials for major events, including managing guest lists, soliciting sponsors and tracking donations.

Qualifications and Skills

- Bachelor's degree required with 3-5 years of experience related to the duties and responsibilities above.
- Commitment to the Mission and Vision of Cristo Rey Orange County.
- Excellent verbal and written communication skills required.
- Proficient in Microsoft Teams, Adobe, CRM Systems, Excel, PowerPoint and other academic software.
- Ability to serve economically disadvantaged, racially diverse students and their families with patience and humility.
- Highly collaborative, dynamic team player with the ability to foster many professional relationships with a variety of stakeholders.
- Ability and flexibility to thrive in a fast-paced, entrepreneurial school environment.
- A deep belief that all students deserve excellent, Catholic, college preparatory education.
- Satisfactory completion of a criminal history background check and fingerprinting is required.
- Valid CA driver's license required; must be insured with good driving record. Reliable transportation to advancement events is required.



2204 W. McFadden Ave
Santa Ana, CA 92704
714-439-9626
cristoreyoc.org

Other

- FLSA Status: Exempt
- Reports to: Vice President of Advancement
- Salary Information: \$65,000 to \$80,000 commensurate with education and experience. Eligible for healthcare benefits (medical, dental, and vision), paid holidays and vacation time, and retirement plan.
- Work Schedule: This is a full-time position with a flexible schedule including some evenings and weekends.

How to Apply

Send PDFs of your resume and cover letter sharing why you are qualified to be the Advancement Associate along with three professional references and one personal reference to Careers@cristoreyoc.org with "Advancement Associate" in the subject line.