



Christ the King

PREPARATORY SCHOOL • NEWARK, NJ

www.ctkprep.org

Position: Assistant Director of Development

Mission: The Development Office seeks resources from individuals, foundations, and corporations to advance Christ the King Preparatory School's mission of providing faith-based, college preparatory education, for students with limited access and opportunities.

Responsibilities:

- Assists the Development Director with ongoing projects and provides support and assistance in matters of communications, grant writing, academic projects related to Development and annual fund;
- Manages the Fund Development Software, Raisers Edge, which allows the Development Office to maintain accurate and up-to-date records on each donor and prospective donor. Fundraising tracking specifically includes entering new names for inclusion on the mailing list, updating the appropriate profile category for each constituent record, recording changes of address, marital status, etc., recording donations and gift histories, acknowledging/recording pledges and installments, and generating punctual thank-you notes for the President's signature;
- Assists in the planning and conducting of fundraising events; and generates thank you and acknowledgment notes for each event;
- Assists in creating and editing newsletters; and assists in the production and editing of all brochures, school publications, and marketing materials;
- Serves as the liaison between the Development Office and the Parents Association on events; works with a parent committee to coordinate family events and/or parties.
- Assists in compiling and keeping current information packets/press kits;
- Helps coordinate the work of students who are assisting with development activities;
- Assists in research and writing of foundation/grant applications;
- Assists with other Development Office responsibilities as necessary;
- Reports to the Director of Development.

Qualifications:

- Masters degree in business, not-for-profit management or related field preferred
- 3 - 5 years development work experience, preferably with a not-for-profit organization
- Grant writing experience
- Raisers Edge database experience preferred
- Ability to work both as a team member and independently
- Strong organizational and communications skills
- Strong computer skills, including MS Word; MS Excel; MS Powerpoint and Publisher or other newsletter template, and again Raisers Edge experience preferred
- Experience managing or designing website preferred
- Familiarity with Cristo Rey Network mission, vision and values
- Salary commensurate with experience

Send cover letter and resume to Anthony Nicotera, Director of Development, Christ the King Prep, 239 Woodside Avenue, Newark, NJ 07104; or via email: anicotera@ctkprep.org.