

Job Title: Development Associate

Cristo Rey Boston High School (CRB), a college-preparatory, co-educational school for grades 9-12 seeks a Development Associate. Reporting to the Development and Marketing Coordinator, the Development Associate will be a key member of the Development team.

Essential Job Duties

The Development Associate is responsible for assisting the Development and Marketing Coordinator in securing funding to realize the mission and vision of the school. The Associate is responsible for maintaining and updating development information in the E-Tapestry Databases. Specific responsibilities include:

- Maintain the integrity of the donor and grant databases (Excel, E-Tap), ensuring that all are updated regularly and accurately.
- Assist the Development and Marketing Coordinator with development 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 E-Tapestry
- Review and update procedures for use of E-tap 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 in the use of Constant Contact and Salesforce databases, ensuring that records match across databases.
- Research prospective donors and foundations and help in preparation for meetings.
- Help orient new staff on E-Tapestry.
- Perform complex data searches and exports from the database to produce detailed and accurate reports and mailing lists.
- Run analytical and summary reports on donors, appeals, campaigns, and funds.
- Run lists for event invitations, appeal letters, annual reports, 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 Director of Communications and Events to coordinate fundraising event logistics and materials for major events, including managing guest lists, soliciting sponsors, and tracking donations.
- Responsible for donor calls for <\$1000
- Liaison with Catholic Schools Foundation, supporting students at events and organizing visit. Work with CRB Business Office and Admissions, under the direction of the Principal, to identify CSF scholars.
- Perform other duties as assigned by the Development and Marketing Coordinator.

Requirements

- Bachelor's degree, and 1-2+ years' work experience preferred.
- 3+ years of fundraising experience a plus
- A record of success in data management.
- Proficiency with Blackbaud products or similar fundraising/donor database.
- Excellent written and verbal communication skills. Very strong interpersonal skills. Detail oriented and data driven.
- Critical thinking skills, decisive judgement, and the ability to work with minimal supervision.
- Familiarity with the realities, nuances, and impacts of educational inequity, racial inequity, poverty, restorative justice, the Greater Boston education sector (public and private) and a willingness and desire to learn and grow in one's understanding and knowledge.
- Proficiency with Microsoft Office suite, including Teams.
- Works as a team member and builds relationships across CRBHS.
- Compliance with BCI and FBI background checks; completion of Protecting God's Children program.
- Photography skills a bonus

Research suggests that qualified women and Black & Indigenous POC may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals with the skills necessary to thrive at Cristo Rey Boston to apply for this role.

Job Type: Full-time preferred, part-time considered for the right candidate.

Salary: Salary range for this position is \$45,000 - \$55,000 per year (full-time).

About Us

Cristo Rey Boston is the only private, tuition-free, college prep high school in Boston. Rooted in the Jesuit tradition, the school is committed to serving culturally diverse, aspirational students with demonstrated economic need, from across Greater Boston. Offering full academic scholarships to all accepted Cristo Rey Boston students reflects the school's commitment to identifying and removing barriers that exist in the way of students' academic and professional success. In partnership with our supporters, Cristo Rey Boston is making intentional investments in people, organizations, and communities of color, and delivering real change by building a pipeline of diverse, 21st-century talent.

Organization

Organization: Cristo Rey Boston High School is a member of the national Cristo Rey Network, an association of 41 Catholic schools serving 13,000 students in twenty-four states. The Cristo Rey Network of high schools delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources, uniquely integrating rigorous academic curricula with four years of professional work experience and support to and through college. We partner with educators, businesses, and communities to enable students to fulfill their aspirations for a lifetime of success.