



Arrupe Jesuit High School- Philanthropy Department

Job Title: Philanthropic Operations Administrator
Designation: Non-Faculty

Reports to: Associate Director of Philanthropy
Exemption Status: Exempt

About Arrupe Jesuit:

Arrupe Jesuit High School is a Jesuit Catholic, co-educational, college preparatory school sponsored by the Jesuits of the USA Central and Southern Province. Arrupe Jesuit High School is a Catholic, college preparatory school offering students with limited economic resources a high-quality education by emphasizing faith-centric experiences, rigorous academics, and a unique work study program that fosters community, leadership, personal growth, and opportunity for all. Our goal is to empower graduates who will continue their education and return as leaders in their communities.

Position:

The Philanthropic Operations Administrator will join the dedicated members of Arrupe Jesuit's Philanthropy Team, supporting fundraising efforts and donor relationships that will benefit and boost the schools' philanthropic presence in the community. This position is responsible for all philanthropic operations as it relates to data entry, accuracy, and accounting. They will have a strong understanding Salesforce, how fundraising and philanthropic practices can be tracked and used effectively, will have general knowledge of accounting for donor gifts, and have the ability to maintain a caseload of multiple projects at once. This individual should be interested in how data supports fundraising, while understanding that this is not a frontline fundraising position. Time management, ability to deal with sensitive information, use of discretion, and a desire to support the Arrupe mission in this way will set this position up for success.

Primary Responsibilities:

- In partnership with the Director of Philanthropy and the Philanthropy Department, execute the day-to-day operations of the school's annual fund needs and its Capital Campaign efforts (when necessary)
- Oversee strategic infrastructure of Salesforce across Philanthropy, Corporate Work Study, and College Counseling
- Coordinate donor stewardship practices through gift acknowledgements, invoices, tax receipts and thank you letters
- Aid in donor communication support and maintain user ability to assist in creating and pulling reports, merging and sending general communications, and tracking appeal performance
- Support philanthropic and cultivation events like the annual gala and golf tournament, including, but not limited to, sponsor communication, guest tracking, RSVP management, and philanthropic department logistics
- Manage and event invitations, post-event fundraising analysis, reports, and correspondence
- Maintain record creation, updates, activity entry, clean-up, list creation and reports in Salesforce
- In partnership with Finance Department, track and manage donation processing
- Manage the signing and sending of all greeting cards, birthday cards, anniversary cards, Mass cards, etc. throughout the year

- Pull, analyze and create reports and profiles that relate to content shared with the donor community
- Aid in content creation for tax receipts, invoices, gift thank you letters, appeals, summer and winter newsletters and the annual report
- Respond to needs for the greater good of AJHS and our benefactors, as appropriate
- Build bridges throughout the school to aid in building a culture of philanthropy
- Seek opportunities for improved processes and procedures department wide
- Other duties as assigned

Minimum Qualifications:

- Bachelor's Degree or Associate's Degree and equivalent experience
- Previous experience in sales, fundraising and database management
- Understanding of and commitment to upholding the Catholic Jesuit values and mission of Arrupe Jesuit High School

Preferred Qualifications:

- Strong commitment to the Jesuit Catholic mission of the school and the values of the Corporate Work Study Program
- Ability to effectively manage projects and timelines
- Excellent written communication skills
- High interest in using data to create better efficiencies
- Understanding of general accounting processes
- Self-motivated and able to thrive in a team-focused environment
- Ability to collaborate with colleagues
- Strong proficiency in computer skills including Microsoft Office and Google Suite
- Experience with Salesforce and Greater Giving
- Sensitivity to and respect for the socio-economic, racial and religious backgrounds of the Arrupe Jesuit community

Working Conditions:

While performing the duties of this job, the employee is regularly required to talk and hear. Must be able to remain in a stationary position for 50-75% of the time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Working conditions include being in a shared workspace. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally work during non-typical working hours depending on school or donor events.

Salary Range: \$45,000-\$55,000 with full benefit package