



Arrupe Jesuit High School

Job Title: Philanthropy Coordinator
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 Philanthropy Coordinator provides administrative support to the Philanthropy Department and its efforts. This position supports in database entry, donor relations and stewardship practices, marketing and communications fulfillment, meeting and event support and manages all volunteer opportunities. They develop best practices for the department to run efficiently and act as the bridge between the Philanthropy Department and the Business Office. This individual, in partnership with the Associate Director of Philanthropy, helps execute donor stewardship plans and individual giving strategies. They are responsible for a small portfolio of donors and engage heavily with Salesforce.

Primary Responsibilities:

- Coordinate donor stewardship practices through gift acknowledgements, invoices, tax receipts and thank you letters
- In partnership with the Associate Director of Philanthropy, develop and maintain a portfolio of donors to deepen relationships and increase gifts
- Recruit volunteers for all departments and facilitate experiences from start to finish
- Serve as a liaison between volunteers and departments – including all communications and planning
- Manage and coordinate all logistics, including RSVP management, timelines, catering, etc. for donor cultivation events
- Support event needs for annual gala and golf tournament, including but not limited to auction procurement and sponsor and guest tracking
- Aid in appeal support through pulling mailing lists, merging and sending, and tracking appeal performance
- Maintain record creation, updates, activity entry, clean-up, list creation and reports in Salesforce
- In partnership with Finance Department, track and manage donation processing
- Recruit and manage Philanthropy Ambassadors (student club), which includes coordinating logistics surrounding CWSP and Philanthropy school tours with benefactors
- Aid in content creation for tax receipts, invoices, gift thank you letters, appeals, summer and winter newsletters and the annual report
- 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
- Maintain stock of printed marketing materials for school tours and donor stewardship events
- 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:

- Volunteer management
- Ability to effectively manage projects and timelines
- Excellent written, oral and public speaking communication skills
- Strong ability to build and maintain relationships with external donor community
- 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
- Strong commitment to the Jesuit Catholic mission of the school and the values of the Corporate Work Study Program

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.

Compensation:

- Position is full-time, year-round with occasional night and weekend work
- Salary is commensurate with experience, with a target range of \$45,000 - \$50,000
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation and holidays
- Extensive paid vacation and holidays, including but not limited to, two weeks for Christmas and one week for spring break

Contact:

Please submit your cover letter and resume to Kelly Thomas, kthomas@arrupemail.org