



Kolbe Cathedral

Assistant Director of Development

POSITION DESCRIPTION:

Kolbe Cathedral is a Catholic, co-ed, college preparatory high school in Bridgeport, CT. The Assistant Director of Development (ADOD) will report to the Director of Development and play a critical role in the management of the development office's database, recording and acknowledging all gifts/donations/pledges/sponsorships and entering them into the donor management system. The ADOD will be responsible for grant writing and alumni relations and assist with the marketing and promotion of the Annual Harvest Fund and fundraising events.

Competitive candidates should have professional nonprofit development experience and a working knowledge of the donor database products is highly desirable. Responsibilities include:

- Maintaining and growing donor, prospect and alumni database
- Properly recording and acknowledging all gifts/donations/pledges/sponsorships with monthly reporting
- Researching, writing and submitting grant applications/proposals with post-grant reporting as needed
- Creating targeted communications (website, email blasts, social media, evites, printed materials) to donors and prospects related to the Annual Harvest Fund, fundraising events and donor recognition activities
- Maintaining and enhancing the relationship between the alumni and the school.
- Identifying, recruiting, and coordinating volunteers (alumni, staff/faculty, HSA etc.) to support Development activities
- Representing Kolbe Cathedral at community networking events and meetings
- Maintaining the comprehensive Development plan and calendar
- Assist with the execution of events
- Assist with Major/Leadership Gift proposals and pledge agreements
- In adherence to all accepted ethical practices as outlined by the Association of Fundraising Professionals, seek to promote and advance all aspects of Kolbe Cathedral's Mission and Strategic Vision

Skills:

- Proficient in Microsoft Word, Excel, PowerPoint, Constant Contact and Little Green Light
- Kolbe Cathedral High School does not discriminate on the basis of race, color, sex and/or national or ethnic origin. Practicing Catholic candidates are preferred.

Compensation:

Full-time position has an annual salary range of \$50K-\$65K (depending upon experience) plus benefits.

To Apply:

Please submit a cover letter and resume to Rick Ryan at rryan@kolbecaths.org