



Assistant Director of Development – Kolbe Bridge to Success Internship Program

Date Available: Immediately

Status: Part-time (20 hours per week)

Salary Range: \$30,000 - \$35,000

Kolbe Cathedral Preparatory is a Catholic, co-ed, college preparatory high school in Bridgeport, CT. The Assistant Director of Development (ADOD) reports to the Director of Development and plays a critical role in the cultivation and maintenance of all existing and future corporate mentor and donor relationships in order to secure meaningful internships as well as funding for 100% program operational costs.

Responsibilities include:

- Develop strategies and tactical plans to secure / maintain internships and partnerships for 100% of Kolbe interns.
- Achieve a minimum of \$260K for FY'26 -'27 to support the operational costs of the internship program.
- Responsible for cultivating a customer relationship management approach to sales and service activities that achieve performance metrics.
- Collaborate with school Advancement personnel to coordinate a communications strategy for the program that maintains a high level of brand awareness and explores collaborative opportunities.
- Assist in maintaining and growing mentor and donor contact database and updating profiles on a regular basis.
- Provide content for publications, newsletters, social media postings and marketing materials to bring increased awareness and donations to fund the Kolbe internship program.
- Analyze development data and prepare updates and reports for the Director of Development, Principal and Board of Directors.
- Represent the Kolbe internship program at conferences, meetings and community events.
- Properly record and acknowledge all gifts/donations/pledges/sponsorships with monthly reporting

- Researching, writing and submitting grant applications/proposals with post-grant reporting as needed
- 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

Qualifications and Skills

- Results-oriented with a sense of urgency to exceed goals & objectives.
- Experience in nonprofit development.
- Demonstrated success in identifying, cultivating, soliciting, and stewarding donor and corporate partner relationships.
- Deep understanding of the Region's corporate landscape.
- Extroverted, confident, enthusiastic, persuasive.
- Passion for the Kolbe Cathedral Preparatory School's Mission and Catholic values.
- Experience with grant writing and government funded initiatives desired.
- Results oriented with the ability to anticipate and overcome challenges and meet deadlines and goals.
- Excellent written and public speaking communication skills.
- Strong relationship-building capacity and relationship management.
- A strong team player with a passionate commitment to serve and connect with low-income urban students and families.
- Strong collaboration with others and the ability to systematically gather input prior to developing strategies and solutions.
- Openness to feedback.
- Ability to think critically and reflectively and to prioritize effectively.
- Excellent organizational and time management skills.
- Background in education and/or working with youth a plus.
- Proficiency in Microsoft Office, Google Suite, Customer Relationship/Donor Management systems and Graphics Design software and social media preferred.
- Practicing Catholic candidates are preferred.

Kolbe Cathedral High School does not discriminate on the basis of race, color, sex and/or national or ethnic origin.

Cover letters and resumes should be sent to Rick Ryan, Director of Development, at rryan@kolbecaths.org