



# CATHEDRAL

7-12 HIGH SCHOOL • BOSTON

Cathedral High School seeks a detail-oriented team player to fill a full-time (40 hour/week) **Development Coordinator** position. The ideal candidate will be eager to learn and work closely with a small development team to implement a multifaceted development plan that incorporates individual donors, foundation and corporate grants, endowed scholarships, and events.

Founded in 1926, Cathedral High School is an urban, multicultural, independent, Catholic, college preparatory school in Boston's historic South End serving boys and girls of all faiths from grades 7 - 12. Rooted in gospel values, we prepare students for college and leadership for life. For the past 20 years all (100%) students have graduated and have gone on to college.

To carry out our mission, we need the financial resources to support both school operations and student tuitions. The **Development Coordinator** will play a key role in enabling our exciting, mission- based work.

## **Responsibilities:**

### **Raiser's Edge Gifts Management, List Creation, and Reporting**

- Process incoming donations and prepare acknowledgment letters including specialized grant acknowledgements when necessary
- Track and reconcile donations by using Raiser's Edge's reporting features and process weekly donation reports
- Prepare monthly revenue reports to demonstrate progress on fundraising goals
- Prepare segmented mailing lists in Raiser's Edge
- Update Raiser's Edge donor information as needed
- Manage Address Accelerator, Addressfinder, Emailfinder and Phonefinder
- Research donor prospects as needed
- Clean up functions/tables of Raiser's Edge so the database is more efficient
- Provide pledge reports and process pledge letters as needed
- Create and assist with managing small events in Raiser's Edge database
- Create emails to be sent through the OLX in Raiser's Edge
- Process credit card payments in Raiser's Edge

### **Annual Fund and Annual Report Mailings**

- Manage 3 Annual Fund mailings per year and one Annual Report mailing
- Provide ongoing Annual Fund giving reports
- Assistance with story creation of Annual Fund content
- Provide content for Annual Report mailing



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## Events

- Assist with logistics of a few small cultivation events being held remotely or at the school
- Provide support as needed for golf and dinner events being managed by outside event company

## Director of Development Support

- Support the Director of Development by pulling together press kits for donor visits and by providing written donor histories as needed from Raiser's Edge
- Assist with grant research and grant reporting on an as needed basis
- All other duties as assigned by the Director

## Qualifications Needed:

- A demonstrated interest in the mission of Cathedral High School
- Bachelor's degree or equivalent
- Experience with Raiser's Edge required
- Experience in a Development office required
- Highly organized with meticulous attention to detail both in writing and in data entry
- Proficiency in Microsoft Office Suite of products (Word, Excel, PowerPoint, Outlook)
- Advanced typing accuracy and speed
- Strong verbal and written communication skills
- Ability to manage multiple tasks/projects at the same time
  - Ability to work independently to develop and execute priorities and also work together in a dynamic team environment
- Willingness to help with tasks outside this job description on an as-needed basis
  - Ability to be professional and discreet when dealing with confidential or sensitive materials
- Ability to work a handful of evening events and on graduation Saturday

**To Apply:** Cover letters and CV should be sent directly to Dan Carmody at [dcarmody@cathedralhighschool.net](mailto:dcarmody@cathedralhighschool.net). The ideal, but flexible, start date for this position is on or around August 5<sup>th</sup>. Candidate review will begin the week of July 15.