

PACELLI CATHOLIC SCHOOLS
Job Description
ADVANCEMENT OFFICE ASSISTANT (20 HOURS/WEEK)

MINIMUM QUALIFICATIONS

- Administrative Professional degree or at least one-year experience in an office setting
- Demonstrates knowledge of basic office equipment, including computers and Google Drive and online databases.
- Possesses good communication skills, including pleasant telephone manner
- Follows PCS professional dress code
- Attention to detail
- A go - getter, self starter
- Is tactful and considerate
- Is cheerful, possesses a sense of humor
- Able to function well under pressure; reacts calmly in emergencies and stressful situations
- Trustworthy; respects confidentiality appropriate to the position
- Demonstrates organizational skills
- Able to work well with school and church staff
- Able to accept constructive criticism
- Demonstrates loyalty to school, system, diocese
- Able to handle money and collection of fees
- Able to work nights and weekends when necessary (ie: Golf outing, Panacea, Cardinal Crusade, Shredding Party)
- Practicing Catholic & committed to Catholic education and schools Bachelor's Degree preferred
- Administrative experience with knowledge of Google Drive and online databases
- Ability to assist with the development and implementation of a development program
- Ability to assist with the marketing/recruitment/retention program
- Experience in event planning and marketing/communications/public relations preferred
- Experience with donor databases, fiscal management, and gift solicitation from individuals/businesses preferred
- Ability to work independently and in a dynamic team environment with staff, volunteers, alumni, donors, parents, vendors, etc.
- Excellent communication, interpersonal, and organizational skills, including writing, oral presentations, and relationship management skills
- Ability to prioritize and problem-solve with a goal-oriented, forward-thinking work style

REPORTS TO: Director of Advancement and Marketing

DEVELOPMENT PERFORMANCE RESPONSIBILITIES:

- Answer telephone and transmit calls and messages accordingly
- Contacts vendors and donors for donations
- Process gifts through donor perfect database
- Perform recordkeeping and filing functions appropriate to the school's needs
- Prepare and send mailings as directed
- Ability to maintain and ensure confidentiality of sensitive information and materials
- Maintain professional, cooperative, and friendly relations with students, parents, staff, public and church
- Perform all other duties as necessary to the position as specified by the school administrator
- Assists the Director of Advancement and Marketing and/or the system President in the preparation of publications and marketing materials for advancement, prepares mailings for various fund drives, events, and solicitations.
- Assists with the planning, organization, and supervision of volunteers, particularly as it relates to special events, fundraisers, or other major projects as essential to functions of development and marketing/recruitment.

- Work closely with alumni and committees related to alumni awards such as the Distinguished Alumnus, Athletic Hall of Fame, and Alumni Reunion Planning Committees.
- Record and process incoming contributions, prepare acknowledgement letters, process billings for outstanding pledges, announcements, and other correspondence in a timely manner
- Responsible for the implementation and supervision of various campaigns and annual drives for fund development in gifts to the general operating fund, scholarships/tuition assistance programs, matching gifts, or restricted/donor-designated gifts.
- Provide leadership and coordinate special events, including but not limited to the Cardinal Crusade, the Staff Appreciation Party, the Shredding Party, Distinguished Alumni Brunch, and Panacea including: assist with Panacea booth chairs with areas including the silent auction, major raffle, basket raffle and other Panacea booths as needed.
- Develops and maintains contacts with business and industry in the community including solicitation for fundraising or other support of Pacelli Catholic Schools
- Provides regular reports to the Director of Advancement and necessary publics on funding activity progress, specifically as it relates to events and other key development and marketing/recruitment initiatives
- Complies with and carries out the policies of the La Crosse Diocese and PCS
- Performs other tasks as assigned by the Director of Advancement and Marketing and/or the system President