



Job Title:

Associate Director for Individual Giving

Reports to:

Executive Director of Community Engagement

Job Summary:

Associate Director for Individual Giving

Cristo Rey Jesuit is looking for an organized and enthusiastic person who wants to join a dynamic team to help ensure the success of our school. This individual is a pivotal member of the fundraising efforts of the Community Engagement team. The Community Engagement team consists of fundraising and communications and runs the school fundraising events as well as significant school events such as graduation.

In particular, the Associate Director for Individual Giving will be responsible for:

- Meeting the annual Individual fundraising goals.
- Planning and producing materials for the cultivation, solicitation and stewardship of annual fund donors and prospects
- Coordinating the Sponsor a Student Scholarship program and Annual Appeal including but not limited to:
 - Identifying prospects for the Sponsor a Student Scholarship program
 - Researching CRJ database to identify individual prospects
 - Working with CRJ faculty to match students to donors (for SASS and ACE) facilitate communication from students
 - Contacting donors in person and on phone to thank for gifts
 - Giving school tours
 - Soliciting prospects for a gift
 - Managing a budget and timeline for program implementation
 - Creating a stewardship plan for past Gala attendees
- Maintaining accurate records and producing tracking/progress reports
- Producing prospect research as needed

As a member of the Community Engagement team, this individual should be willing to support the other team mates in reaching the goals of the team.

Qualified candidates must be able to work in a fast-paced environment and remain flexible with daily tasks and projects delegated to him/her. She/he will be motivated by the Catholic/Christian/Jesuit mission of the school and by the opportunity to help establish an institution that will have a real and lasting positive impact on the greater Houston community.

Required Skills & Qualities

- Ability to manage multiple tasks and consistently meet deadlines
- High level of integrity, diplomacy, and initiative
- Strong organizational skills and attention to detail
- Flexibility, sense of humor, and willingness to assist with administrative tasks in a fast-paced team environment
- Highly developed communications & people skills
- Positive attitude in dynamic situations
- Highly self-disciplined
- Microsoft Office Suite, Google Calendar, Canva, and general web skills

Requires demonstrated success in fundraising with a college degree and minimum five years of fundraising experience. Knowledge of DonorPerfect fundraising software preferred.

To apply for the job, please contact: jobs@crstoreyjesuit.org.