



Job Title:

Community Engagement, Grant Writer and Stewardship Manager

Reports to:

Executive Director of Community Engagement

Job Summary:

Community Engagement, Writer and Stewardship Manager

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. This is a dynamic team and fit will be a key priority.

In particular, the Community Engagement, Writing and Stewardship Manager has three primary responsibilities 1) Grant writing, 2) Stewardship and Annual Appeal writing and mailing, and 3) Database and gift processing management, plus the overarching duty to support the Community Engagement team as a whole. The responsibilities for each primary area include:

1) Grant writing responsibilities:

- Ensuring the team meets its grants fundraising goals (for individuals, foundations, corporations, and organizations) as the main writer on the team.
- Tracking and creating all grant requests to individuals, foundations, corporations, and organizations in support of Cristo Rey Jesuit. In addition, this person is responsible for all timely follow-up reporting.
- Researching and identifying new foundation prospects for various Cristo Rey Jesuit programs including IT/computer, Math, Science, Religious, Athletics Job Training. There will be capital campaign initiatives as well.

2) Stewardship and Annual Appeal writing responsibilities:

- Writing and implementing annual appeal letter and lapsed donor letter
- Ensuring appropriate and timely writing and creation of stewardship pieces.
- Writing interesting monthly Lions Tales e-newsletter
- Updating Sponsor A Student Scholarship pieces (website, printed piece, Christmas invitation, spring update)

- Updating thank you letters
 - Collaborating with the team to create and implement new ideas to thank donors in a unique manner.
 - Write annual fund letter and response
- 3) Database and gift processing management responsibilities:
- Creating monthly Board report
 - Balancing with Accounting at the end of each month
 - Ensuring all gifts are thanked within 4 days.
 - Pulling and cleaning mailing lists when needed
 - Managing gift processor to ensure all gifts are thanked within 4 days
 - Constantly cleaning/updating the database
- 4) Other duties as assigned include but not limited to
- a. Review and revise event solicitation letters
 - b. Write creative descriptions and organize golf/gala auction items
 - c. Support the production of school events (Mass of the Holy Spirit, Cross of Constantine, Sponsor A Student parties, graduation events, etc.)

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

- Excellent writing skills – willing to be coached to fit our creative approach
- Highly developed communications & people skills
- Ability to manage multiple tasks and projects while meeting deadlines
- Strong organizational skills and attention to detail
- Flexibility in work schedule
- 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.

We are excited to review applications who are interested in our mission and meet the required skills and qualities. [To apply for the job please contact, jobs@crstoreyjesuit.org](mailto:jobs@crstoreyjesuit.org) .