

## **Advancement Associate**

Founded in 1950 by the Sisters of Mercy, Mercy Career & Technical High School is the only private, Catholic, career and technical high school in the country. Students graduate with their high school diploma, industry-recognized licenses and certifications, and co-op job experience within one of seven career paths. Mercy Tech graduates are prepared to enter the workforce, continue their education, or a combination of both.

With 97% of families receiving financial aid, the school relies on a variety of benefactors and institutional funders to ensure the excellence and affordability of a Mercy Tech education.

Reporting to the director of advancement, the advancement associate has primary responsibility for submitting grant proposals and organizing fundraising events to help meet the revenue goals of Mercy Career & Technical High School.

Job responsibilities:

- Grants
  - Identify and expand the pool of potential funders through prospect research using Foundation Center Online and other resources.
  - Solicit and maintain a "wish list" of projects, programs, and capital needs from the CFO, principal, vice principal, and teachers that have the potential to be matched with a funding source.
  - Research, write, submit, track, and report on grant proposals.
  - Record funder information and communications in Raiser's Edge.
  - Increase the number of proposals submitted annually.
- Fundraising events
  - Fall fundraiser
    - Ensure that fundraising revenue goals are met (~\$400,000) within the expense budget provided.
    - Work with advancement committee members to determine the location, theme, and programming for the event.
    - Serve as the primary point of contact with all vendors including the venue, catering, technology/production, photography, printing, etc.
    - Involve students and showcase their talents as much as possible at the event, i.e. as emcees, greeters, doing demos, and/or creating desserts, centerpieces, donor signage, the program/ad book, etc.
    - Attend to all details leading up to and the day of the event.
  - Designer bag bingo
    - Ensure that fundraising revenue goals are met (~\$8,000) within the expense budget provided.
    - Purchase the designer bags and all the bingo supplies needed.
    - Solicit baskets/prizes for the raffle.
    - Create the invitation and advertise the event using Constant Contact and the school's social media channels.
- Work with the director of advancement on other projects as assigned.

#### Qualifications:

- Proposal writing experience required.
- Event planning experience required.
- Must be able to use Google Drive, Calendar, Meet, Docs, Sheets, and Gmail.
- Accuracy and attention to detail required.
- Willing to support and collaborate with advancement colleagues to meet goals.
- Able to build, foster, and maintain relationships with internal and external constituencies including administrators, faculty, trustees, alumni, students, donors, and prospects.
- Willing to travel locally and work occasional nights and weekends.
- Able to obtain legally-required criminal and child abuse background checks.

#### Compensation:

- \$48-52,000 annual salary, depending on experience
- Generous time off, including school holidays and summer Fridays
- 403(b) with employer match starting immediately
- Employer-paid life and long-term disability insurance
- Health insurance offered, including vision and dental

Mercy Career & Technical High School is an equal opportunity employer. Mercy Tech does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices.

Submit cover letter, resume, and writing sample to: [ngreen@mercycte.org](mailto:ngreen@mercycte.org) with the job title in the subject line.