



ICA Cristo Rey Academy

Development Associate

Job Posting

Job Title: Development Associate
Position Type: Full-time
Reports to: Assistant Director of Development

About ICA Cristo Rey Academy:

ICA Cristo Rey Academy is a Dominican Catholic college preparatory that empowers girls from underserved communities to become confident young women able to realize their full potential. By providing an excellent academic curriculum, a unique corporate work study experience, and the support of our spiritual community, we prepare students for a life of faith, purpose, and service.

Position Summary

The Development Associate will be a vital member of our Development Department, working closely with the Development team to cultivate relationships with donors, alumnae, and the broader ICA Cristo Rey community. This role is crucial to advancing our fundraising and strategic goals.

You will support various fundraising initiatives, including individual giving, foundation, corporate, and alumnae relations, planned giving, and building our endowment. Collaborating with the school President, Vice President of Development, and the Assistant Director of Development, you will help identify and qualify donor prospects, track actions, and grow our giving program.

Primary Responsibilities

- **Gift Processing and Acknowledgment:**
 - Manage the processing and recording of new gifts in Salesforce.
 - Communicate new gifts and donor intentions to the Finance Team.
 - Send timely acknowledgement letters to donors.
 - Meet monthly with the Finance Team for financial reconciliation.
- **Donor Engagement and Fundraising:**
 - Partner with the President and Development Team to raise funds from individuals, foundations, and corporations.
 - Manage a portfolio of donors identified by the VP of Development.
 - Identify new funding opportunities through research.
 - Provide donor information to aid in meetings and strategy development.

- Support planned giving and endowment programs.
- **Database Management:**
 - Maintain and update Salesforce records for all donations and donor interactions.
 - Add and update contact information for donors, partners, and alumnae.
 - Track stewardship actions.
- **Stewardship and Communications:**
 - Work with the President and Development Team to steward donors, including monthly donors, alumnae, and their families.
 - Assist with stewardship communications, such as calls and emails, and attend donor meetings and events as needed.
- **Event Planning and Coordination:**
 - Support the planning of the annual Business Lunch and other events for donor cultivation and alumnae engagement.
 - Identify potential event sponsors and create outreach materials.
 - Assist with logistical planning for events.
- **Board of Trustees Liaison:**
 - Schedule and coordinate meetings between board members and the President.
 - Arrange logistics for Board and Committee meetings, including drafting agendas, managing presentation materials, and recording minutes.
 - Maintain discretion and confidentiality in Board and Committee relationships.
 - Support cross-department projects involving the Board of Trustees or Committee Members.

Requirements

- Bachelor's Degree
- 2 years of experience in a customer service-focused role (part-time or full-time)
- Commitment to the mission of ICA Cristo Rey Academy
- Excellent written, verbal, and interpersonal communication skills
- Proficiency in Google Suite (Gmail, Calendar, Docs, Sheets, etc.)
- Strong organizational skills and attention to detail
- Ability to manage multiple projects simultaneously
- Prior database management experience preferred
- Self-starter with a passion for interacting with people
- Enthusiastic, open-minded, and dedicated to lifelong learning

ICA Cristo Rey encourages applicants of all backgrounds and provides equal employment opportunities to applicants of any race, ethnicity, religion, sex, or national origin. Candidates from diverse backgrounds are encouraged to apply.

Job Details

- Full-time in-person position at ICA Cristo Rey Academy's campus in the Mission District
- \$70k-\$75k annual salary
- Medical, dental, and vision insurance provided

- 403b retirement plan

Application Process

To apply, submit your resume and cover letter detailing your interest in and qualifications for this position to **Bella Kearney** at ikearney@icacademy.org with the subject line: Development Associate.

Applications will be reviewed on a rolling basis until the position is filled.