



JOB TITLE: Development Associate

JOB DESCRIPTION:

The Advancement team at Our Lady of Good Counsel High School is seeking a Development Associate to join our team, starting in July 2025. This position will play a critical and essential role in supporting fundraising and alumni engagement efforts through projects such as donor and prospect research, management of the campaign prospect list, data entry and integrity, proposal drafting, scholarship administration, scholarship applicant tracking, stewardship initiatives, endowment reporting, and providing support for cultivation and fundraising events.

The Development Associate will proactively stay informed of the organization's work and projects to participate in donor meetings and effectively communicate with donors, as needed. This position will work with Board Members, Advancement Committee members, donors, parents, alumni, and other internal and external stakeholders. This position will also work in advance of a possible campaign to assist with campaign readiness and prospect screening.

JOB TYPE: Full-time, 12 months

LOCATION: Our Lady of Good Counsel High School, 17301 Old Vic Blvd., Olney, MD 20832

SUPERVISOR/MANAGER: Executive Director of Advancement

RESPONSIBILITIES:

The successful candidate will be expected to carry out the following:

- Partner with the Advancement Staff to identify and qualify major and mid-level donor prospects, aligning efforts with revenue goals.
- Create proposals, impact reports, budgets, and stewardship documents to support donor engagement and solicitation strategies.
- Coordinate planning and execution of donor cultivation events, collaborating with the Advancement Events Manager on outreach, invitation tracking, and on-site engagement.
- Track donor portfolios, prepare for and participate in donor meetings, and advise on solicitation and stewardship strategies for major donors.

- Assist with alumni communications and the coordination of alumni regional outreach and reunion committees.
- Represent the organization in donor interactions, meetings, events, and calls, both independently and along with Advancement team members.
- Assist with campaign-related initiatives, including consultant support, committee support, meeting coordination, and preparation of solicitation materials.
- Assist Director of Advancement Services with maintaining best practices for major gift processing, acknowledgments, donor recognition, pledge tracking, and data accuracy.
- Assist with scholarship applications and the Scholarship Selection Committee, and help develop donor endowment reports highlighting impact, recipients, and fund performance.
- Other duties as assigned.

QUALIFICATIONS: Bachelor's degree required.

EXPERIENCE:

- 2-4 years of relevant experience with knowledge of the fundamentals of fundraising principles, processes, and moves management required.
- Preference will be given to candidates with experience at an independent school, college, university, or nonprofit organization.

SKILLS:

- Experience with CRM/donor management database software.
- High level of proficiency with Google Workspace (Slides, Docs, and Sheets)
- Highly organized and detail-oriented, self-motivated, and able to balance multiple tasks.

REQUIRED WORK HOURS:

Full-time, with ability to work evenings and weekends, as required.

NON-DISCRIMINATION:

Our Lady of Good Counsel High School does not discriminate in its educational and employment policies based on race, color, national origin, ethnic origin, sex, age, disability, religion, or sexual orientation. The following person has been designated to handle inquiries regarding the non-discrimination policy: Evelyn Nicholas, enicholas@olgchs.org.

PAY RANGE AND BENEFITS:

The annual base salary range is \$55,000 - \$60,000, commensurate with experience. Good Counsel offers a competitive benefits package including medical, dental, vision, life insurance, disability insurance, a 403(b) retirement savings plan, tuition remission (after three years), daily lunch, accrued vacation and sick time, and school holidays.

HOW TO APPLY:

- All applications should be emailed to employment@OLGCHS.ORG.
- Complete applications shall include: 1. cover letter; 2. resume; 3. contact information for three professional references.
- Review of applications will begin immediately upon receipt, with priority consideration by Friday, May 30, 2025. Only complete applications submitted via email will be considered.

ABOUT OUR LADY OF GOOD COUNSEL HIGH SCHOOL:

Our Lady of Good Counsel High School is a private, Catholic, college preparatory, coeducational high school in Olney, Maryland. It is located in the Roman Catholic Archdiocese of Washington.

Operated under the sponsorship of the Xaverian Brothers, Good Counsel offers students in grades nine through twelve a wide array of programs and activities that advance academic excellence, foster spiritual growth, and encourage leadership and service to others. With a student body of just over 1,200, the school prides itself on being a community that promotes an inclusive environment, embodying the Xaverian Brothers' values of simplicity, humility, compassion, zeal, and trust.

The school was founded in 1958 as an all-boys school in Wheaton, Maryland. In 1988, the school became coeducational. During the 2006-2007 school year, the school relocated to a new, sprawling 51-acre, high-tech campus in beautiful Olney, Maryland.