



Development Associate Job Description

The Mary Louis Academy

Mission and Background:

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

Responsibilities:

The Development Associate reports to the Director of Development and is responsible for:

- Managing operations and record keeping related to all Development activity.
- Building and maintaining a network of class agents and parents who will support the efforts of the development team.
- Working with the Development Assistant to ensure all donor records including contact and giving history is systematically gathered and maintained.
- Managing student workers, who support the department through sending acknowledgments, making donor thank you phone calls, updating database information, and staffing events.
- Regularly updating the Alumnae and Development section of the school website.
- Organize and execute special events related to fundraising with strong attention to the individual event budget.
- Maintaining a reporting calendar related to Foundations.

Qualifications:

- Bachelor's degree, plus 1 to 2 years professional experience
- Excellent attention to detail, as well as organizational, multitasking, and analytical skills.
- Excellent communication skills with demonstrated ability to engage people in-person, on the phone, and in writing.
- Strong computer skills and high degree of comfort learning new technological applications.
- Ability to manage time and prioritize workload, functioning both independently and as part of a team.
- Flexibility to work occasional nights and weekends when necessary.
- Assist with various projects.