

Development Associate - Annual Fund and Events

Position Posting

Full-time

Organization Description:

Ascension Catholic Academy (ACA) is a consortium of schools partnering to bring rigorous, faith-infused K-8 education to scholars in urban neighborhoods. The ACA is an innovative model for urban Catholic Schools to serve families in challenged communities. As a program of the Church of the Ascension, a multi-cultural Catholic community on the near North Side of Minneapolis, the ACA is aligned with Ascension Parish's mission of providing a sanctuary in which all are invited to recognize, acknowledge and live in God's presence.

The ACA mission is to be a beacon of innovative, inclusive urban Catholic education where scholars soar as beloved children of God and communities prosper. All are welcome in our schools. The majority of scholars are students of color, from families in poverty, and a large portion are English Language Learners. Our schools are grounded in guiding principals: Integrate Catholic Identity, Engage with Rigor and Expectations, Develop Whole Persons, Foster Cultural Responsiveness and Equity, Build Relationships and Partner Collaboratively, Learn, Grow and Lead Continuously and Develop and Steward Resources. Together, we serve more than 550 children in grades K-8 to build a future full of hope.

Our Advancement Department is to continue to meet goals of raising 90% of revenue to fund our mission, expand enrollment to full capacity, engage volunteers and raise awareness of our mission. This position is an exciting part of our growth.

Position Description:

The Development Associate - Annual Giving and Events works as a member of the Advancement Team with a primary contribution in coordination of annual fund and event strategies. The Advancement Department works together to carry out development, communications, enrollment and volunteer management for Ascension Catholic Academy schools, including Ascension in North Minneapolis, John Paul II in NE Minneapolis and St. Peter Claver in the Rondo neighborhood of Saint Paul. The specific duties of the position include:

1. Coordinate the Annual Gift Campaign by managing the overall project tasks. These include managing project timeline of mailings and ensuring all contributors to the project meet deadlines and goals.
2. Coordinate all aspects of donor events aimed to cultivate, raise funds and introduce potential new donors to the mission of Ascension Catholic Academy schools. Work with venue and vendors to plan details that ensure a branded event to achieve specific objectives. Engage school staff and scholars in appropriate involvement in events.

3. Manage the event budget while planning event specifications. Issue invoices, collect payments in a timely manner, and create comprehensive and readable financial reports. Negotiate prices and identify in-kind or sponsorship opportunities.
4. Identify volunteer opportunities with annual campaign and events, and supervise volunteers as they carry out these roles.
5. Manage events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff and volunteers, organizing vendors and managing take-down.
6. Communicate with marketing team to create effective advertisements for each event.
7. Interact with Raisers Edge donor database to track appeals and events. Maintain action updates, constituent contact information and other information to ensure quality information.
8. Coordinate activities for donor engagement including setting up tours and events at school sites, producing visit packages for staff and volunteer representatives at donor visits.
9. Coordinate Sister Parish activities such as second collections, festivals, golf tournament, and all other activities with parishes that actively support an ACA school.
10. Generate timely and accurate reports to track effectiveness of appeals and events in partnership with development associate to analyze the return on investment. Continually improve effectiveness of solicitations.
11. Contribute to the development, documentation, refinement and facilitation of the Annual Fund and Events Process and Procedure sections of the Advancement Operations Manual.
12. Develop an executable annual calendar of events and appeals with detailed monthly tasks and assignments.

POSITION QUALIFICATIONS

- Bachelor's degree preferred.
- A working knowledge of Microsoft Office (Word, Excel, Outlook) and basic office-oriented equipment. Experience with Raiser's Edge software is desired but not required. Ability to use team/organization task management and calendaring software.
- High attention to detail and strong organizational skills. Ability to ensure continuity of notes and calendar integrity.

- Ability to work with little supervision. Possess sound judgment with ability to balance independent action with adequate communication with team members and leadership.
- High standards of excellence and a “does whatever it takes to accomplish the job” attitude.
- High level of multitasking ability. Self motivated with creative and efficient use of time and resources in planning and managing various responsibilities to meet tight deadlines.
- Strong interpersonal skills and ability to work with individuals of various skill sets and personalities.
- Previous office experience. Experience with non-profit organizations in a fundraising environment a plus.

Resumes and cover letter to:

Laura Wagner

Chief Advancement Officer

Ascension Catholic Academy

1723 Bryant Avenue North

Minneapolis, MN 55411

lwagner@acamn.org

612-424-6206