

Development Assistant- Communications and Solicitation Content

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 Assistant - Communications and Solicitation Content works as a member of the Advancement Team with a primary contribution of producing engaging and effective materials for multiple audiences to further mail, in-person and electronic 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, St. 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. Produce materials to engage donors through a variety of mediums including mailings, gift packages, email updates, and other ways to show the impact of giving. These may include appeal letters, major gift packets, donor cultivation materials, event invitations and materials, volunteer recruitment and acknowledgement, scholar recruitment materials.
2. Develop materials for Sister Parish activities including second collection and special events. Creates and manages a communications calendar for sister parishes in partnership with annual coordinator.
3. Create communications and invitations for events, both mailings and event pages on website.

4. Produce content to support the organization's electronic communication strategy: website, Facebook, etc.
5. Produce Ascension Parish's weekly bulletin.
6. Coordinate Ascension Parish's Catholic Services Appeal and Stewardship Campaign

POSITION QUALIFICATIONS

- Bachelor's degree preferred.
- Strong written communication skills.
- Skilled at 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.
- Knowledge of WordPress and mass email platforms.
- 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.
- High attention to detail and strong organizational skills. Ability to ensure continuity of messaging and calendar integrity.
- High standards of excellence and a "does whatever it takes to accomplish the job" attitude.
- Previous office experience. Experience with non-profit organizations in a fundraising environment a plus.
- Bilingual in Spanish a plus.

Resumes and cover letter to:

Laura Wagner

Chief Advancement Officer

Ascension Catholic Academy

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