Saint Joseph Notre Dame High School

Saint Joseph Notre Dame High School is a co-educational, college preparatory, Catholic high school located in the heart of residential Alameda, just minutes from downtown Oakland. SJND offers academic excellence and moral development to its diverse and talented 400+ students. Our mission and purpose is to develop confident, open-minded, and effective leaders who are ready to live joyful lives of faith, scholarship, and service.

Purpose

The Stewardship Associate will support the Advancement Office in the execution of the school’s long-term fundraising strategy to enhance the connection to its benefactors and alumni, and will focus on donor engagement and cultivation to increase donor retention and capacity.

The Stewardship Associate will report directly to the Director of Advancement and will work in close collaboration with the Advancement team, Communications, SJND staff, volunteers and vendors to assist in the planning, coordination, and execution of donor engagement activities and fundraising events. The ideal candidate nurtures a positive relationship between the SJND and its constituencies, and fosters lifelong relationships between SJND and its philanthropic donors through engagement.

Primary Responsibilities

- Cultivate individual donors through phone, in-person and virtual conversations
- Steward donor relationships focused on increasing capacity and retention
- Conduct research on prospective corporate, foundation and individual donors
- Research and communicate emerging trends and best practices in donor engagement and development
- Work with the Director of Advancement to support scholarship stewardship and increase revenue streams
- Contribute to regular brainstorming on innovative, unique and personalized stewardship communications and experiences
- Implement stewardship for special initiatives and campaigns as directed
- Leads and coordinates the planning and execution of the school’s fundraising events, supports alumni events, and facilitates the design and production of event related marketing materials
- Administers and maintain registration, guest lists, seating assignments, and other duties as assigned for fundraising and alumni events
- Secures school site resources and staffing needed for a successful fundraising events
- Manages auction registration and database
- Prospect and secure in-kind donations for fundraising events to help underwrite expenses
Manages administrative aspects of the school’s Education Fund and Principal Advisory Council meetings (e.g. prepare and distribute agendas, minutes, etc.)

Prepare and coordinate materials for distribution (i.e. copying, filing, mailing, e-mailing)

Work with students in collaboration with Finance to write letters of gratitude to be sent to scholarship donors and/or their family members

**Skills and Qualifications**

- The ideal candidate will be highly motivated, proactive, creative and a professional team player with a positive mindset and energy
- Experience analyzing and understanding development data to support smart decision-making in segmentation and donor retention practices
- Excellent interpersonal skills with professional telephone manners and ability to work professionally and amicably with a broad range of internal and external constituents
- Thorough knowledge of English grammar and spelling, and ability to format correspondence and create a narrative of impact and gratitude
- A strong inclination towards teamwork, but also capable of working independently on projects with minimal supervision
- Excellent collaboration habits are essential, along with a demonstrated ability to communicate plans and activities while also gaining support and buy-in.
- Flexibility to work occasional nights and weekends

**Requirements**

- Understands and supports the values of Catholic school education and the SJND mission
- Bachelor’s degree in a field of study such as Business, Non Profit Administration, or the equivalent 3+ years work experience in Development or related business field
- Knowledge and experience of CRM database (Raiser's Edge/NXT), and giving platforms (e.g. Give Campus, Auctria, etc.)
- Demonstrated knowledge of Microsoft Suite, Google Suite and Canva
- Flexibility to work occasional nights and weekends

**To Apply:**

This is a full-time exempt position with benefits. Please send a cover letter, resume and three samples of your print or digital work relating to development and fundraising to hiring@sjnd.org with “Stewardship Associate” the subject line. We are an equal opportunity employer and we welcome and encourage diverse candidates to join our community.