



#### Position Announcement

## Capital Campaign Assistant

Temporary – Part Time (20 – 25 hrs. per week)

### Summary

The Advancement Department at Christian Brothers High School is a fundraising team which generates financial support for the high school through quality events, Annual Appeal efforts and strong alumni and donor relations.

Christian Brothers is in the midst of a multi-million dollar capital campaign and is seeking an experienced professional to assist with campaign management. This position is part of a team environment which supports a strong belief in the mission of Christian Brothers High School and an enthusiasm for fundraising.

### Qualifications

The ideal candidate will:

- Demonstrated belief in and passion for the mission of Christian Brothers High School and Catholic, Lasallian education.
- Bachelor's Degree in a related field or a commensurate combination of education and experience.
- Experience in fund development including annual fund management and individual donor cultivation preferred. Applicable experience in sales, marketing, communications, or related field will be considered.
- Strong organizational skills, with the ability to manage multiple priorities.
- Excellent writing skills. Ability to present stories and other information in compelling ways.
- Demonstrated interpersonal skills; strong oral communications with the ability to network with existing and prospective donors, constituents from broad age groups, alumni and parents.
- Demonstrated personal philanthropic commitment and willingness to ask others to donate to Christian Brothers High School.
- Strong familiarity with office technologies including donor data bases, Microsoft Office Suite, and event management software, or the ability and eagerness to quickly learn and master systems.
- Ability to maintain donor confidentiality.

### Primary Responsibilities

- Campaign support – maintain donor records and prepare campaign reports;
- Donor communications – written and oral communications with donors and leadership volunteers;
- Volunteer management – support, cultivate and track progress of campaign volunteers.

Qualified applicants should submit a cover letter and resume to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org) to the attention of Human Resources. Application deadline is July 7, 2017.