

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Resource Development Assistant - PT**

POSTED DATE: 7/28/17

LOCATION: Notre Dame of Elm Grove

DEPARTMENT: Resource Development

GENERAL SUMMARY:

The Development Assistant provides support to the Resource Development Department through grant writing, special event planning and execution, and donor acquisition. As a member of the Resource Development Department staff, the Development Assistant reports to the Resource Development Director. Through the services she/he provides, the Development Assistant fosters understanding of the mission and charism of the School Sisters of Notre Dame and generates support for the mission and ministries of congregation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform duties in a manner consistent with the mission, values and policies of the School Sisters of Notre Dame
- Creates and manages a grant writing program to complement current fundraising activities and implement grant writing as a part of the development plan for the Province
- Identifies and solicits sponsors for events and supports volunteers to solicit sponsors for events
- Stewards existing and develops new sponsorships for support
- Takes responsibility for event details ensuring they operate smoothly, efficiently and generate maximum revenue and exposure
- Acquisition of silent auction items and in-kind donations
- Enters data and gifts into Raiser's Edge donor database and keep constituent records current, in coordination with Database Administrator and department policy
- Perform other tasks as assigned by Resource Development Director

BASIC QUALIFICATIONS:

- Post-secondary education equivalent to an Associate's Degree in a related field or commensurate experience in development functions
- Previous experience in fund-raising, grant writing and event planning in a development office
- Previous experience with computers and database systems (Raiser's Edge) preferred
- Experience with a faith-based non-profit organization is helpful
- Excellent organizational, communication, and written skills
- Experience writing grants

- Experience managing events
- Strong organizational skills and the ability to multi-task
- Strong interpersonal skills with the ability to function cooperatively in a team orientated environment
- Proficiency with computer database management systems
- Ability to maintain confidentiality

JOB TYPE: Part-time 20 hpw

BENEFITS: 403B Retirement benefits, Paid-time-off, & Holiday benefits are included with this position.

**For more information or a complete job description contact:
Lindsey Van Beck, 262-787-1024, lvanbeck@ssndcp.org**

Please apply directly to our website or send/email application, resume and salary requirements to:

**School Sisters of Notre Dame
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