



VACANT

Advancement Associate

Job Description

Updated September 1, 2016

Employment Information

Employment Date	Full Time Employee Employment Category	Salaried Exempt Employment Type
Semi-monthly Pay Frequency	Varies by week Scheduled work week	

Primary Job Information

Job Date	ADVANCEMENT ASSOCIATE Job Title	Advancement Foundation Department Name
Catholic Center Entity Name	Paula K. Parrish, CFRE Executive Director Supervisor	

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. Essentially, this person will help train the school development staffs, manage the Bishop's Guild, grant writing and other special events. This job requires superior organizational skills, superior public speaking and writing skills and the ability to keep a smile on in the face of stressful situations.

Essential Functions of the Advancement Associate are:

- Provide and coordinate the **training and education of Development personnel** in the schools. Prepare reports on **fundraising in the schools**.
- Write, oversee and manage **grant writing** for the schools and parishes.
- Coordinate and manage the **Bishop's Guild** program.
- Prepare logistics, planning and implementation of any **special events**.
- Maintain superior organization and multi-tasking skills.

Job Duties

- Develop and execute a written plan for the successful and effective implementation of the Tuition Assistance Fund to bring in financial aid to the schools.
- Meet appropriate grant deadlines. Verify that all grant proposals are approved by the ED.
- Research and write effective grant proposals intended to supplement tuition or other programs.
- Attend all Bishop's Guild events. Attend school events as available.
- Develop and maintain invitations, guest lists, menus, name tags, timelines and budgets for all activities and events. Keep ED apprised of activity.
- Prepare and organize regular educational seminars, webinars, forums and workshops for Advancement officers and principals/presidents in the schools and serve as the Advancement Foundation Representative to school leadership and at any school event.
- Serve as the liaison for the Bishop's Guild to all members and the Executive Committee.
- Prepare regular reports on Bishop's Guild membership and update the web page as needed. Communicate with membership as needed and maintain renewal process.
- Work collaboratively with Team members of the Advancement Foundation and assist with other functions and duties as assigned by the Executive Director.

Qualifications

- Knowledge of and at least two-years' experience required in basic Development processes and best practices.
- Bi-lingual in English and Spanish strongly preferred.
- Raiser's Edge experience strongly preferred.
- Practicing Catholic with a strong desire to serve the Catholic School Community of the Diocese of Fort Worth. First-hand knowledge of Catholic schools strongly preferred.
- Baccalaureate degree from an accredited college or university required.
- Self-starter capable of implementing approved programs with minimal supervision.
- Ability to communicate professionally and effectively, both verbally and written.
- Ability to develop productive and collaborative relationships that are mutually-satisfying with school employees, parents, donors and co-workers.
- Experience in writing grant proposals including expertise in attracting sponsorships required.
- A proven track record in developing and implementing marketing plans as well as print production expertise as it pertains to special events and workshops.
- Must be available to attend events and meetings, which will include some nights and weekends.
- Experience with Microsoft Office software (Word, Excel, PowerPoint, etc.) required.

- Ability to meet deadlines, work well under pressure, manage multiple priorities and maintain confidentiality.
- Must have a valid driver's license and vehicle liability insurance. Must have ability to use one's own vehicle (mileage is reimbursed) and/or company vehicles for business travel.

Working Conditions:

- Travel within the boundaries of the Diocese of Fort Worth. Mileage is compensated.
- Frequent computer and telephone usage.
- Office environment includes frequent sitting, standing, walking, reaching and grasping.
- Positon also requires visits to schools, venues and meetings held offsite from the Advancement Foundation.
- Ability to lift, push, and pull up to 35 pounds without assistance and up to 60 pounds with assistance.
- Nights and weekends required as needed.

Signatures:

Employee

Supervisor

Date

Date