



**Development Office Assistant
Resurrection College Prep High School**

Job Description

The Development Office Assistant is responsible for processing all constituent gifts and event registrations as well as maintaining the constituent database. The assistant will also support the Development Manager and Director of Institutional with constituent cultivation initiatives and stewardship.

Qualifications:

- Experience working with non-profit databases preferably Blackbaud Raiser's Edge
- Experience supporting a team's administrative needs
- Experience working with executive leadership and collaborating across multiple departments
- Intermediate skills with Microsoft Office including word and excel

Responsibilities:

- Process constituent donations and event registrations for constituent events including alumnae reunions, fundraisers and constituent engagement events
- Support the school's stewardship efforts including, but not limited to mailing all donor acknowledgement letters
- Maintain accurate constituent records ensuring their constituent codes are accurate and personal data is maintained.
- Develop a comprehensive database management guide to ensure data is accurately maintained for fundraising and cultivation purposes
- Create and/or prepare spreadsheets, forms, reports, and documents as requested
- Perform other related duties as required, including inventory of department materials
- Other duties as assigned

Application Process:

This is a part-time position with the flexibility to create your own schedule. Interested candidates should email their resume and a cover letter to Ms. Liz Brennan, Director of Institutional Advancement, at ebrennan@reshs.org.