

Associate Campaign Coordinator position available

Celebrating Our Blessings, Building Our Future...together

The Campaign for the St. Monica Catholic Community

St. Monica Catholic Community, Santa Monica, CA is midway through a 27 million dollar capital campaign to rebuild and renovate the buildings on campus.

More Info: www.stmonica.net/campaign

Job Description

Full time – 24 month appointment

Under the direction of the Pastor and Campaign Coordinator, and in collaboration with the High School and Elementary School Principals, with the Parish Administrator, and Director of Alumni Relations, the Associate Campaign Coordinator will provide leadership for, and be responsible for directing Capital Campaign fundraising for all school related entities and for foundation grant proposal submissions.

Duties:

Implement campaign donor strategies for cultivation, solicitation and recognition of all facets of schools communities, especially the alumni

Facilitate all school volunteer committees affiliated with the campaign

Be responsible to submit all grant proposals related to the campaign.

Experience and qualifications:

Alumni development experience and leadership role with a successful campaign

Proven track record of meeting past campaign objectives

Leadership role with major donor solicitation

Strong working knowledge of Blackbaud/Raiser's Edge

Ability to execute a variety of fundraising methodologies including a willingness to plan and execute campaign events

Flexible work schedule

To apply:

Email resume prior to Jan 30, 2010 to: Gretchen@stmonica.net

Place *Associate Coordinator* in subject line Include 3 references