



Dolores Mission School

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Dolores Mission Church and School Development Assistant, a member of the Development team.

Dolores Mission Parish is a Roman Catholic Parish of the Los Angeles Archdiocese under the direction of the Jesuits. It has become known for its prophetic work among former gang members and for its work for social justice on local, national and global issues. The parish cares for the spiritual, social and material needs of its parishioners who come primarily from the immediate neighborhood, the poorest area of Boyle Heights.

In 1950, Dolores Mission School opened in one of the toughest and poorest neighborhoods in Los Angeles, Boyle Heights. The school continues to serve the families who live in the local housing projects and the surrounding areas. Dolores Mission Church and School stand as strong pillars in the community and walk alongside the most vulnerable members of our community. In the last ten years, Dolores Mission School has become an example of a stellar inner-city school. The academic programs of the school continue to expand and improve to serve the neediest children in our community. As a result, more students are attending college after high school. The impact of the school is creating systemic change in a disenfranchised community.

Dolores Mission School consists of grades TK-8th and serves 275 children. Our student population is 95% Latino and 5% African-American. More than 80% of the transitional kindergarten class is challenged with academic English vocabulary and primarily speak Spanish at home. Nearly 94% of our students qualify for a free or reduced breakfast and lunch program and 100% receive financial aid to pay for their tuition. Our reality is that 54% of our families earn less than \$25K a year and 73% earn \$35K or less.

Reports to: Development Officer under the direction of the President.

The successful candidate must be someone who:

- Embodies the values of Jesuit education and Ignatian spirituality
- Is highly engaging and energetic
- Is prepared to initiate tasks related to development as needed
- Is capable of inspiring and articulating our mission to others
- Is flexible to the needs of the organization
- Provides a variety of clerical duties
- Writes reports and manages projects or tasks to support the fundraising efforts of the school and church
- Will support to keep donor database current and accurate
- Can help frame a compelling vision of Dolores Mission Church and School's future that will energize the campus community and other stakeholders to lend their support
- Can effectively represent Dolores Mission Church and School in the larger community
- Wants to make a difference in the lives of our students and their families

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Position Summary:

The Development Assistant will support the development office with maintenance of filing systems and organization of the development office. Will assist with special events throughout the year including (but not limited to) La Fiesta de Comunidad, Jesuit Charities Golf Tournament, Alumni Celebration, Donor Appreciation Mass, and other scheduled events. Will receive and process contributions through donor database software, maintain donation records, and produce acknowledgment letters and receipts for donors. Will coordinate special mailings, including event invitations and annual appeals. Will administer the Adopt-a-Student partnership among students and donors. Will assist in Dolores Mission School Board meetings by compiling packets for board members, preparing the room, providing refreshments, and recording and distributing meeting minutes.

Position Specific Responsibilities:

1. School Board
 - a. Compile meeting packets for board members
 - b. Assist in preparing room for meeting
 - c. Attend all board meetings and take minutes

2. Special Events
 - a. Provide support prior to events by mailing invitations and appeal letters
 - b. Assist with event production (including set up, clean up, guest registration and fundraising) during annual Golf Tournament and La Fiesta gala
 - c. Assist where needed with annual donor appreciation mass and breakfast
 - d. Assist where needed with additional development events throughout the year

3. Adopt-a-Student Program
 - a. Copy, prepare and distribute student projects to teachers
 - b. Collect all projects from teachers
 - c. Sort and mail student projects to donors

4. Clerical Support
 - a. Provide assistance with mass mailings
 - b. Input data in E-Tapestry donor database
 - c. Produce donation acknowledgement letters
 - d. Other responsibilities may include sorting, scanning or filing documents
 - e. All other duties as assigned

5. Guiding Principles, Teamwork and Representation:
 - a. Strive for excellence with all work performed while maintaining a realistic perspective
 - b. Develop healthy work relationships with other staff
 - c. Communicate effectively and constructively with leadership regarding priorities, decisions and challenges
 - d. Encourage and support other team members to accomplish objectives and goals
 - e. Demonstrate reliability
 - f. Listen actively
 - g. Exhibit flexibility and work as a problem solver
 - h. Treat others with dignity, charity, respect and in a supportive manner
 - i. Demonstrate a commitment to growth
 - j. Work closely with the president to develop fundraising strategies for the school and with the pastoral associate for the church

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Experience and Qualifications:

- Some experience preferably in an Catholic urban school setting.
- Understand the values, traditions, and mission of Dolores Mission Church and School and urban Catholic education.
- Ability to serve as a role model within Archdiocesan and Catholic communities. Knowledge of the work of Archdiocesan administration in education and familiarity with pressures facing both Catholic and under-resourced schools.
- Exemplary communication, organization, team building, and leadership skills.
- Ability to attend evening and weekend events.
- Must have valid CA drivers license and reliable transportation.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, walk and drive. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Required Education

- High school diploma, associate's degree or bachelor's degree in Education, Administration, Business or related field.

Work Status

- Full-time exempt
- Hourly Rate
- Competitive benefits package

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