



# Dolores Mission School

170 South Gless Street Los Angeles, CA 90033 PHONE 323.881.0001 FAX 323.881.0003 [www.doloresmissionschool.org](http://www.doloresmissionschool.org)

## Dolores Mission Church and School Development Officer, a key 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-8<sup>th</sup> and serves 260 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: President and Pastoral Associate

The successful candidate must be someone who:

- Embodies the values of Jesuit education and Ignatian spirituality
- Is highly engaging and energetic
- Is prepared to serve as a leader and initiate tasks related to development as needed
- Is capable of inspiring and articulating our mission to others
- Writes, reports and manages grants to support the fundraising efforts of the school and church
- Is well organized to plan for two major fundraising events: the Jesuit Charities Golf Tournament and La Fiesta Annual Gala
- Is able to manage social media accounts as they relate to marketing the school, promoting church and school visibility, and engaging the local and greater church and school community
- Keeps donor database current and accurate
- Will employ marketing abilities, with President, to ensure that new students are being recruited each year. This means creation of materials and engaging in physical outreach with the local community.
- 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:

Serve as a mission-driven, leader in marketing and advancement. Oversee the development and implementation of grants writing and reporting. Explore new opportunities for new grant funding whose goals are in alignment with mission, vision and impact to ensure continual growth, vitality, strength and sustainability. Ensure maintenance and organization of the donor database, acknowledgments, and the Adopt-A-Student program. Strengthen and maximize existing relationships as well as identify, prioritize and strategize new prospects. Create, prepare and send all external marketing materials related to development, both through social media, newsletters and traditional appeals. Achieve funding goals through strategic personal efforts with the President, Development and Marketing Officer, Pastor and Pastoral Associate. The Development Officer will be the lead staff member to direct and guide the Dolores Mission School Alumni association. Fully incorporate Dolores Mission's Sales Process as a discipline of excellence.

### Position Specific Responsibilities:

1. Grant writing:
  - a. Responsible for preparing, submitting, and managing grant proposals to foundation and corporate sources
  - b. Perform prospect research on foundation to evaluate potential funding opportunities
  - c. Works with the president and business manager to gather necessary information to report to foundation funders on current grants
  - d. Comply with all grant reporting as required by foundation donors
  - e. Provide stewardship to current donors and foundations
  - f. Understand the history, goals and vision of school and various programs
  - g. Maintain current records in database and in paper files, including grant tracking and reporting
  - h. Track statistics relevant to development and provides department with written materials necessary for donor stewardship
  
2. Event Planning:
  - a. Contract with facility and organizes details such as décor, catering, entertainment, transportation, location, invite list, special guests, equipment and promotional material.
  - b. Provide feedback and report to stakeholders
  - c. Propose ideas to improve provided services and event quality
  - d. Ensure compliance with insurance, legal, health and safety obligations
  - e. Support the alumni group and coordinates the alumni lunch
  - f. Help support and coordinate the Donor mass
  - g. Support annual Christmas sponsor visits and event investment opportunities (tamale visits/La Fiesta annual gala)
  - h. Support with annual mailing campaigns (Thanksgiving, Easter, Women's Auxiliary)
  
3. Managing Donor Database:
  - a. Oversee the daily operation of the development database
  - b. Track gifts/financial and biographical information on alumni, friends, and donors through the database using the sales protocol.
  - c. Responsible for ensuring the accuracy and integrity of the data, including input, technology management, and training and support for other staff members.
  - d. Responsible for planning and implementing direct mail appeals annually
  - e. Provide support to staff by assisting with creation of reports and mailing lists
  - f. Coordinate and plan for future data conversions/upgrades as needed
  - g. Maintain efficient systems for data cleaning, data entry, gift processing, and relationship management.

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4. 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

#### Experience and Qualifications:

- At minimum three years of non-profit fundraising, advancement or development 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 frequent evening and weekend events.
- Must have valid CA drivers license and realizable 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

- Bachelor's degree in Education, Administration, Business or related field.
- Suggested education: masters degree in related field.

#### Work Status

- Full-time exempt
- Salary commensurate with experience
- Competitive benefits package

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