

De Marillac Academy

175 Golden Gate Avenue ▪ San Francisco, CA 94102 ▪ 415.552.5220 ▪ Fax 415.621.5632 ▪ www.demarillac.org

Position Available: Development Associate

De Marillac Academy seeks a highly motivated, experienced, organized, and mission-centered Development Associate to join our Development team for the 2010-2011 academic year. De Marillac is a Catholic, co-educational school in San Francisco's Tenderloin District. The school was established in 2001 and is co-sponsored by the De La Salle Christian Brothers and the Daughters of Charity. De Marillac is tuition-free and seeks students who would be considered "at-risk" because of social, academic, economic, and/or family circumstances. The school serves a diverse student body of 120 fourth-eighth graders and 116 alumni.

De Marillac operates under a President/Principal model of leadership. Reporting directly to the Director of Development, the Development Associate is primarily responsible for supporting the daily operations of the Development Office. A wide range of development and administrative tasks constitute the main functions of the position.

Qualifications

- Bachelor's Degree with 2-3 years of relevant development/fundraising experience preferred
- Excellent telephone and computer skills (*Microsoft Office*)
- Experience using a donor database (Blackbaud's Raiser's Edge preferred)
- Excellent organizational skills; ability to plan and follow through on tasks
- Demonstrated ability to initiate and complete multiple tasks on time
- Proven ability to work well within a team and independently
- Discretion in handling confidential donor information
- Professional approach to working with donors, volunteers, and event participants
- Experience and knowledge working with website editing tools preferred
- Prior experience in an office setting within a nonprofit organization/educational institution, and/or experience working with youth preferred.

The Development role is a full-time, twelve-month position, with occasional evening hours required for special events. Salary will be competitive based upon experience and qualifications. De Marillac provides a comprehensive benefits package including medical, dental, vision, life, and retirement.

De Marillac Academy is an Equal Opportunity Employer and has an institutional commitment to diversity and encourages applications from people of all backgrounds. People of all faiths are encouraged to apply, but candidates must be comfortable with the Catholic tradition and with faith-based education and activities which are central to the school's mission.

Position Available: Immediately

Application procedures: Please send a cover letter, resume, and three references by **June 10, 2010** to Steven Seyfert, Director of Development, at steve_seyfert@demarillac.org. No telephone calls please.

Position open until filled.