

Providence High School is a diverse, mission-inspired community dedicated to preparing young people to thrive in a rapidly changing world. As an independent Catholic school in Burbank, California, we promote the common good and foster a culture of impact to fulfill our mission to be “steadfast in serving all, especially those who are poor and vulnerable.” Providence serves an ethnically diverse student population who live within 75 different zip codes.

Founded by the Sisters of Providence in 1955, Providence High School is the only school in the country that is part of a multi-state health care system. We are governed by an independent Board of Regents and accredited by the California Association of Independent Schools (CAIS), the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). Other memberships and affiliations include the National Association of Independent Schools, Independent School Management, SoCal People of Color in Independent Schools, California Teacher Development Collaborative, and Making Caring Common of the Harvard Graduate School of Education.

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| POSITION TITLE: | Development Operations Associate |
| REPORTS TO: | Director of Development and External Affairs |
| SUPERVISES: | N/A |
| FLSA STATUS: | Full-time, Non-Exempt |
| PURPOSE OF THE POSITION: | Providence High School is seeking a motivated Development Associate to work closely with the development team to manage all fundraising initiatives and projects for the PHS. The Associate will play a critical role on the Development team as we build infrastructure to expand our reach and broaden the funding base necessary to support the School effectively. The Associate will support fundraising and advancement efforts by providing administrative support to the Development team and participating in all fundraising activities, including data management, donor stewardship, prospect research, communications, and special events. |
| MAJOR RESPONSIBILITIES: | |

DEPARTMENT OVERVIEW

The Development Department at Providence High School recently restructured and is excited to add new positions—like the Development Operations Associate—to help meet philanthropic and engagement goals that further PHS’s mission. This includes a robust range of initiatives—annual giving programs for parents and alumni, parent and alumni engagement events, major gifts, legacy gifts, grants, and other special fundraising efforts. The development team is critical to identifying, engaging, stewarding, and leveraging philanthropic, public, and individual support to continue to invest meaningfully in the work and mission of Providence High School. The Development Office values professional entrepreneurship and a willingness to go above and beyond for our community.

SUCCESS FACTORS

The successful candidate will have an in-depth knowledge of non-profit resource development within the School community, with a proven track record of successful fundraising and organizational development.

RESPONSIBILITIES

Donor Database Management

- Take primary responsibility for the Development Departments Raiser's Edge NXT database, ensuring regular, accurate updating and report generation.
- Create monthly fundraising reports and dashboards.
- Analyze and share fundraising data with internal and external audiences so the Development Team can make informed decisions on fundraising prospects and strategies.
- Maintain foundation, corporation, and individual donor files (on the database and server).
- Reconcile donations with the Finance Department monthly.
- Enter and process all donations.
- Perform database maintenance tasks to keep data up to date and accurate.
- Ability to conduct import and exports from various platforms to interact with Raiser's Edge NXT database.

Fund Development and Donor Stewardship

- Prepare acknowledgement letters and other correspondence.
- Handle all administrative details associated with volunteer leadership and other meetings (i.e. prepare and distribute notices, agendas, minutes, refreshments, etc.).
- Assist with the production and mailing of direct mail campaigns.

Events and Volunteers

- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events.
- Support volunteer leadership for School events and tracking volunteer information.

Administrative Support

- Assist with the day-to-day operations of the Development Department.
- Assist with PHS Development Team meeting logistics (as needed); support and alumni board meetings and provide administrative support.
- Support other special projects as assigned to support the success of the development department.

MINIMUM QUALIFICATIONS:

- Commitment to the Providence High School mission
- Associate's or bachelor's degree in a related field.
- A minimum of three years experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Suite
- Database management experience – Blackbaud/Raiser's Edge required
- Excellent time management skills with proven ability to manage multiple projects independently
- Excellent verbal and written communications skills with the ability to interact effectively with a variety of audiences
- Ability to meet deadlines, goals, and objectives and maintain a high level of productivity and accuracy
- Ability to develop and maintain cross-functional, collaborative working relationships with various constituents—parents, alumni, administrators, faculty, and staff, administrative, and other functional units on and off campus
- Team player who demonstrates a positive attitude, sense of humor, energy, entrepreneurial spirit and dedication to collaboration
- Flexibility that allows for periodic work in the evenings

- A self-starter, data and deadline-driven, and ability to multi-task with solid organizational and time-management skills

SALARY RANGE:

\$29.00/hour - \$35.00/hour

TO SUBMIT AN APPLICATION:

Please click this link to upload your application, including the following documents::

- <https://providencehigh.formstack.com/forms/applicationdocs>
- Cover letter explaining both interest in and qualifications for the position.
- Resume or CV
- Names, e-mail addresses, and telephone numbers of at least three references. References should include at least two direct supervisors.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skill required of employees so classified.

Work Environment: At Providence High School, equity, inclusion, and social justice are core to our mission. We are proud to be an equal opportunity workplace and embrace difference for the benefit of our students, families, faculty, and staff. Our goal is to create a diverse learning community where every employee is known, cared for, supported, and retained. As such, Providence is committed to maintaining a responsive and inclusive workplace free of discrimination, harassment, violence, and any other abusive conduct. Mindful of our mission to be expressions of God's healing love, we employ and support people of any race, ancestry or national origin, gender, gender expression, gender identity, sex, sexual orientation, marital status, age, religion, disability, veteran or military status, citizenship, or any other applicable legally protected status with all the rights and privileges generally accorded or made available to all employees of the school.