



## **Arrupe Jesuit High School- Philanthropy Department**

**Job Title:** Philanthropy Operations Specialist

**Designation:** Non-Faculty

**Reports to:** Associate Director of Philanthropy

**Exemption Status:** Exempt

### **About Arrupe Jesuit:**

Arrupe Jesuit's mission as a Catholic, college preparatory school is to offer students with limited economic resources a premier educational experience through rigorous academics, formation in faith, and a unique work study program, all of which foster community, opportunity, leadership, and personal growth. Since its founding in 2003, holistic programming serves the whole student, reversing historic patterns of marginalization.

### **Position:**

The Philanthropy Operations Specialist will join the dedicated members of Arrupe Jesuit's Philanthropy Team, supporting fundraising efforts and donor relationships that will benefit and boost the schools' presence in the community. This position is responsible for all philanthropic operations as it relates to data entry, accuracy, and accounting. They will have a strong understanding of Salesforce, how fundraising and philanthropic practices can be tracked and used effectively, will have general knowledge of accounting for donor gifts, and have the ability to maintain a caseload of multiple projects at once. This individual should be interested in how data supports fundraising, while understanding that this is not a frontline fundraising position. Time management, team collaboration, ability to deal with sensitive information, use of discretion, and a desire to support the Arrupe mission will set this position up for success.

### **Primary Responsibilities:**

- In partnership with the Associate Director of Philanthropy, execute the day-to-day operations of the school's annual fund needs and its capital campaign efforts (when necessary)
- Coordinate donor stewardship practices through gift acknowledgements, invoices, tax receipts and thank you letters
- Aid in donor communication support and maintain user ability to assist in creating and pulling reports, merging and sending general communications, and tracking appeal performance
- Support philanthropic and cultivation events like the annual gala and golf tournament, including, but not limited to, sponsor communication, guest tracking, RSVP management, and philanthropic department logistics
- Manage and event invitations, post-event fundraising analysis, reports, and correspondence
- Maintain record creation, updates, activity entry, clean-up, list creation and reports in Salesforce
- In partnership with Finance Department, track and manage donation processing
- Pull, analyze and create reports and profiles that relate to content shared with the donor community
- Aid in content creation for tax receipts, invoices, gift thank you letters, appeals, summer and winter newsletters and the annual report
- Respond to needs for the greater good of AJHS and our benefactors, as appropriate

- Build bridges throughout the school to aid in building a culture of philanthropy
- Seek opportunities for improved processes and procedures department wide
- Other duties as assigned

**Minimum Qualifications:**

- Bachelor's Degree and equivalent experience
- Previous experience in sales, fundraising and/or database management
- Project Management: Proficiency in planning, organizing, and executing projects, including setting objectives, establishing timelines, and managing resources.
- Financial Management: Understanding of basic financial principles as it relates to philanthropic donations
- Technical Proficiency: Proficiency with relevant software, tools, or platforms used in philanthropic operations, such as Salesforce, Google Suite, Microsoft Office, Adobe, and Canva.
- Teamwork: Collaborates effectively with colleagues, contributing positively to team dynamics and achieving shared goals.
- Understanding of and commitment to upholding the Catholic Jesuit values and mission of Arrupe Jesuit High School

**Preferred Qualifications:**

- Communicates clearly and effectively, both verbally and in writing, ensuring information is understood and conveyed accurately.
- Ability to analyze operational data and metrics to identify trends, patterns, and areas for improvement.
- Demonstrates the ability to stay motivated and productive without constant supervision, taking initiative to complete tasks independently.
- Maintains a professional demeanor and acts with integrity, demonstrating respect for others and representing the organization positively.
- Handles pressure and stress in a constructive manner, bouncing back from setbacks and maintaining a positive attitude.
- Takes proactive steps to identify opportunities for improvement or advancement, seeking out additional responsibilities or ways to contribute to the organization.
- Strives for high standards of performance and quality in all aspects of work, aiming for excellence in every task undertaken
- Sensitivity to and respect for the socio-economic, racial and religious backgrounds of the Arrupe Jesuit students and families

**Working Conditions:**

While performing the duties of this job, the employee is regularly required to talk and hear. Must be able to remain in a stationary position for 50-75% of the time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Working conditions include being in a shared workspace. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. The employee may occasionally work during non-typical working hours depending on school or donor events. The applicant must have reliable transportation required for completing various errands including bank deposits, attending donor events, and other essential tasks. The applicant must also reside within a reasonable driving distance of Arrupe Jesuit High School, preferably within the metro Denver area.

**Salary Range:** \$55,000-\$65,000 with full benefit package