



Cristo Rey Atlanta Jesuit High School is a Catholic learning community that educates young people of limited economic means, of any faith or creed, to become men and women for and with others. Through a rigorous college preparatory curriculum, integrated with a relevant work study experience, students graduate prepared for college and life.

Position: Advancement Coordinator

Report to: VP of Advancement & Corporate Partnerships

Start Date: May 1, 2018

The Advancement Coordinator will be responsible for grant writing, fundraising, and existing and prospective “stakeholder” outreach. The Advancement Coordinator will work with the VP of Advancement and Corporate Partnerships to help develop and execute Cristo Rey Atlanta’s annual fundraising efforts in a highly effective manner.

Responsibilities:

- Manage foundation calendar, research and write grant proposals, and produce end-of-grant reports per foundation guidelines.
- Lead GRACE Scholars State Tax Credit Program including the recruitment of new and existing donors and production of thank you letters.
- Coordinate content development and mailing for external communications: Annual Appeal Letter, Donor Packets, Annual Report, etc.
- Provide informational tours to prospective and existing donors, and other constituents who visit Cristo Rey
- Manage routine data entry into Raiser’s Edge, including tracking donor and foundation communications, gift/pledge processing, and donor acknowledgement.
- In concert with Advancement team assist with event preparation and logistics.
- Assist with other duties and administrative tasks as assigned.

Qualifications: Successful applicants will embody the mission-commitment, intellectual curiosity, openness to growth, optimism, and enthusiasm that are central to the members of Cristo Rey Atlanta’s team. In addition, applicants should meet or exceed the following requirements:

- Successful completion of Bachelor’s degree
- Knowledge of Raiser’s Edge preferred
- Exceptional writing and interpersonal communication skills
- Sharp attention to detail, time management, and organizational skills
- Ability to work independently, proactively, and on multiple projects simultaneously
- Alignment with and commitment to the Cristo Rey mission
- Ability to establish rapport and maintain harmonious working relationships with students, faculty, staff, administrators and Board members as well as external constituencies: donors, foundations, family offices, corporations, etc.

Apply: To apply, submit the following items to Shatavia Richardson, srichardson@cristoreyatlanta.org, and include the position in the subject line:

- Resume
- Cover letter
- Contact information for 3-5 professional references (direct phone and email)
- Undergraduate transcript (Graduate if applicable)

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