



## St. Catherine of Siena Academy - Development Associate

St. Catherine of Siena Academy is an all girls' Catholic high school in Wixom, Michigan. Our Mission is to transform the culture by inspiring young women to discover and develop their feminine genius- their unique identity and gifts as women created in the image of God.

### About the job

The Development Associate is responsible for performing various fundraising activities that will generate charitable contributions to support the mission of the organization. This person needs to be motivated and a team player with strong administrative skills. Responsibilities will include, but are not limited to:

- Assist in planning, organizing, and executing St. Catherine development events, such as Benefit Gala, Golf Classic, Grandparent's Mass, Alumnae Thanksgiving Dinner, etc.
- Plan and administer fundraising raffles, including all State of Michigan Charitable Gaming Raffle requirements
- Plan and organize the Student Fundraiser
- Maintain development data entry tasks, such as gift processing, thank you letters, etc.
- Maintain mailing lists for various events
- Maintain development database
- Develop and executive Alumnae Relations strategy

### Minimum Qualifications:

- Bachelor's Degree required
- Minimum 3 years of experience in development/fundraising
- Experience managing events
- Experience maintaining databases
- Excellent oral and written communication skills
- Knowledge of Microsoft Office software and ability to learn new software programs

### Physical Demands

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. This job will have varying work schedule with periodic long hours. While performing the duties of this job the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee is frequently required to lift up to 10 pounds. The employee is occasionally required to lift up to 25 pounds and up to 50 pounds. The vision requirements include: close vision and ability to adjust focus.

Please submit resume to Lia Johnston at [ljohnston@saintcatherineacademy.org](mailto:ljohnston@saintcatherineacademy.org) or

St. Catherine of Siena Academy  
Attn: Lia Johnston  
28200 Napier Road - Wixom, MI 48393

For additional information regarding the academy, please visit [www.saintcatherineacademy.org](http://www.saintcatherineacademy.org)