

**Position:** Development Associate  
**Supervisor:** Development Director  
**Hiring Administrator:** VP for Institutional Advancement  
**Category:** Administrative

### **General Summary**

The position of Development Associate reports directly to the Director of Development and is a key member of the Institutional Advancement team. The Development Associate assists with annual, targeted fundraising goals, particularly in stewardship, operations and reporting. This individual will help build, maintain and analyze the donor database, oversee gift acceptance and acknowledgments and reconcile financial transactions. The ideal candidate will possess a strong work ethic, commitment to teamwork and mutual respect among the school's departments and the overall CTU community.

Demonstrable computer skills include MS Office suite (specifically Excel and mail merge functions), and previous database experience.

#### **A. Gift Entry**

- Enter all donations into eTapestry database, maintaining the integrity of the database and appropriately recording fund, appeal and campaign codes.
- Generate and mail printed acknowledgements for all donations.
- Write and edit templates for donations acknowledgements, modifying and personalizing when appropriate. Write unique letters when necessary to acknowledge special gifts.
- Process monthly batch and periodic credit card payments.
- Work with Business Office in reconciling financial accounts.
- Generate end-of-year tax statement mailing for donors, as requested.

#### **B. Database Maintenance**

- Keep all database constituencies current (students, donors, faculty, staff, friends, etc.) by updating addresses, mail codes, graduation status, constituency codes.
- Track pledge payments, send periodic pledge reminders.
- Use the database to record interactions/communications with donors and friends, their participation in programs and events, and other items of note.
- Perform constituent research on alumni, foundations and major donors.
- Prepare reports on a monthly basis on year to date and constituency donation progress.
- Prepare donor lists for publication.
- Prepare annual *Association of Theological Schools* data reports.

#### **C. Appeals**

- Together with Director of Development, initiate and prepare general direct mail appeals.
- Coordinate e-appeals with direct mail appeals.

#### **D. Administrative**

- Maintain a schedule of foundation grant proposal deadlines for department.
- Assist in Development Office correspondence, mail merges, etc.
- Assure manual filing systems are kept updated and orderly.
- Maintain copies of all development publications.

- Purchase supplies and procure proper office equipment in order for office to function at fullest capacity.
- Record RSVPs for most events.
- Participate in weekly Institutional Advancement team meetings.

#### E. Other

- Take the lead on accounting and reconciling with the business office on Bible Land trips.
- Organization of Bible Land trip participant materials and lists..
- Participate in broader Catholic Theological Union community.
- Potential for e-marketing communications management.
- Manage basic office functions.

#### **Knowledge, Skills and Abilities Required**

- Ability to understand and work with a complex donor database, eTapestry preferred
- Strong writing and oral communication skills
- Word-processing knowledge, facility with Excel
- Strong personal relationship skills
- Demonstrates personal integrity and commitment to ethical principles
- Sensitivity and appreciation for working in a Catholic graduate school of theology and ministry
- Strong commitment to development and philanthropy and capability of generating enthusiasm for this responsibility
- Ability to represent and communicate the mission and programs of CTU
- Organizational abilities, solid judgment, ability to prioritize, possesses foresight, initiative, creativity, flexibility, attention to detail
- Disposition for teamwork and flexible interaction
- Ability to work occasional evenings and weekends
- Bachelor's Degree

#### **About Catholic Theological Union**

Catholic Theological Union (CTU) is one of the largest, independent Catholic graduate schools of theology and ministry in the United States. Intentionally located in the urban Hyde Park neighborhood of Chicago, the school was created as a union of men's religious communities in 1968 and quickly evolved into the wonderfully diverse institution it is today, with equal numbers of lay and ordained women and men from throughout the world, learning together and from each other. The visionary leadership of our new president, Sr. Barbara Reid, OP, the first woman to lead CTU, gives us renewed vitality and solidifies our status in the upper echelons of Catholic graduate schools.