



## **Notice of Open Position:**

### **ADVANCEMENT ASSOCIATE FOR ALUMNI RELATIONS**

**Central Catholic High School invites applicants for the position of Advancement Associate for Alumni Relations. This full-time position reports to the Director of Advancement.**

**The ideal candidate has the following experience:**

- **Functional knowledge of Microsoft Office Suite including emailing, Excel, Word, and PowerPoint.**
- **Experience using Raisers Edge database and fundraising software (this is preferred though not required). If no Raisers Edge knowledge, candidate should have experience with learning and using software.**
- **Ability to work in a team structure.**
- **Professional manner and appearance.**
- **Excellent writing and verbal skills.**
- **Detail-oriented and an ability to work under the pressure of deadlines.**
- **Ability to work with the public.**
- **Customer service skills.**
- **Self-starter, energetic, conscientious, handle multiple tasks, and work independently with a minimum of supervision.**
- **Belief in Catholic schools.**

**Specifically, the position will serve the school in the following ways:**

- Promote clearly the Marianist identity and values in all Advancement Office policies and activities.
- Serve as the staff assistant to the Alumni Association including assistance with major fund raising activities, alumni sustaining membership solicitation, and any other projects of the Association.
- Create and/or coordinate non-alumni association alumni events such as alumni gatherings outside of San Antonio.
- Work with Class Reunion committees for their reunion events and to lay out support opportunities.
- Serve as a member of the Advancement Office team and support office projects and activities.
- Assist with the maintaining of the constituent database.
- Maintain the appropriate files and record keeping for the relations and development office.
- Perform all necessary or assigned tasks which arise as appropriate to the role of Advancement Association for Alumni Relations or at the direction of the Director of Advancement Strategies.

**Salary range is from \$33,000 to \$37,000. Benefits are exemplary. Applicants should direct a cover letter and resume by February 17, 2012 to:**

**Mary Kay Martinez, CFRE  
Director of Advancement  
Central Catholic High School  
1403 N. St. Mary's Street  
San Antonio, Texas 78215  
210.576.4388 / mkmartinez@cchs-satx.org**

**Central Catholic High School, founded in 1852, is a college preparatory school educating in the Marianist tradition young men from diverse backgrounds for success through the development of scholarship, leadership and moral character.**