

Development Coordinator (Marketing and Communications Focus)

Who You Are

You're creative. You enjoy building new processes, systems, and tools, and troubleshooting to improve them. You're comfortable with ambiguity. You can create big plans and manage fine details without losing focus. You're sensitive to others' expectations, and you're able to personalize your communication for various stakeholder groups. You embrace diversity (in race, ethnicity, faith tradition, socioeconomic status, and more) and you can discuss its complexities gracefully. You're willing and able to take on unforeseen projects when the need arises, while also managing deadlines for your core projects. You love social media, and you embrace the opportunity to unplug occasionally. You value listening and you do it well. You're passionate about working with young people, and you get excited by watching them grow. You want your work to feel meaningful and you want to personally connect with the people you impact.

Who We Are

Cristo Rey Columbus prepares students to excel in college, in career, and in character. Our college-prep curriculum, work-study program, and faith-based education combine to give students a unique experience and an affordable option for high-quality education. Founded in 2013, the school is currently in its fifth year of operation.

The Development Coordinator will join an existing Development team of two. As in most small shops, members of the Development team perform numerous job functions and have the opportunity to use and grow their skills. Because the Development team's strategic focus is currently growing to involve new initiatives, the Coordinator will have an immediate impact and will innovate to manage new projects and initiatives, as well as to maintain existing operations.

This Role

- Marketing and Communications
 - Serve as the primary driver of marketing and communications activities.
 - Develop and manage a comprehensive social media strategy.
 - Write communications as assigned, including email newsletters, social media posts, and print mailings.
 - Serve as project manager for PR activities, including regular and ongoing communication with the organization's PR consultant.
 - Maintain existing website. Over time, serve as project manager for website overhaul and redesign.
- Events
 - Coordinate all aspects of existing small events within the school.
 - Serve as internal project manager for event logistics of the school's annual gala.
- Volunteer Coordination
 - Manage volunteer program, including onboarding, placing, and recognizing volunteers.

- Assist in annual volunteer audit process.
- Prospect Research
 - Research, recommend, and implement tools and strategies for prospect research.
- Other duties as assigned.

Ideal Competencies and Skills

- Project management skills.
- Experience working with volunteers.
- Proven proficiency and passion for social media.
- Understanding of and ability to strengthen the school's brand.
- Exceptional writing skills.
- Interpersonal warmth.
- Strong customer service skills in person, over the phone, and in writing.
- Experience planning and managing all aspects of special events.
- Existing relationships in the Columbus community and the ability to identify and build effective partnerships.
- Experience managing websites.
- Ability and willingness to occasional work evening and weekend hours.

To apply, please send a resume and cover letter to jmolnar@crstoreycolumbus.org. Include handles and account names for relevant social media accounts. The hiring manager for this position is Chris Donovan, Development Director. We can't wait to meet you!