



**Job Title:** Development Assistant

**Responsible to:** Superintendent

**Reports to:** Assistant Superintendent for Operations

**Pay Range:**

**I. JOB SUMMARY**

Under the supervision of the Superintendent and under the direction of the Assistant Superintendent for Operations, and in accordance with established policies and procedures of the Columbus Diocese, the development assistant’s efforts will be focused primarily on administrative tasks associated with the Emmaus Road Scholarship Fund, the Diocese of Columbus’ scholarship granting organization (SGO). He or she also will assist ongoing communications efforts for the SGO, provide event support and logistics, as well as reporting and donor relations support.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Diocesan policy and procedures manuals.

**II. ESSENTIAL JOB RESPONSIBILITIES**

Responsibilities of the development assistant include, but are not limited to:

- Promote the vision, mission, and essential virtues of the Office of Catholic Schools.
- Processing and entering check donations into the donor database (Virtuous CRM)
- Importing online donations to the donor database
- Generating, fulfilling and mailing gift acknowledgements/tax receipts
- Maintaining donor records in the donor database
- Assisting with communications efforts related to the Emmaus Road Scholarship Fund
- Providing event logistics and support
- Ensuring adequate supply of materials
- Conducting donor research as assigned
- Preparing monthly, quarterly and annual reports on giving for schools and regularly-scheduled Advisory Board meetings
- Preparing deposits for finance department; interface with finance department on monthly reconciliation of gifts
- Additional duties related to other advancement efforts and occasional support to schools in managing EdChoice application processes
- Other duties, as assigned

**III. OTHER POSITION RESPONSIBILITIES**

1. Complies with federal, state and local safety laws.

2. Maintains a neat and safe work area.
3. Respond via e-mail or telephone regarding questions from the public.
4. The successful candidate will have to pass competencies for this position.
5. Performs other duties as assigned.

#### IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A bachelor's degree is required. Professional development is strongly-encouraged to remain current in best practices.
- A minimum of one (1) year of experience in development or similar field is required. Relevant internship experience in development will be considered.
- Working knowledge of donor database and/or CRM platform is preferred.
- Ability to communicate effectively in the written and spoken word; ability to maintain organization, multi-task and establish priorities. The ideal candidate will exhibit initiative, creativity, responsibility and flexibility and works well in a collaborative team environment.
- Ability to maintain highly confidential information.
- Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint) is required.
- Some evening and weekend work is required. Must have a valid driver's license.
- Practicing Catholic preferred.
- Successful completion of mandatory BCI and FBI background screening and VIRTUS "Protecting God's Children" program.

**Job Related Skills:** Ability to communicate effectively both in written format and oral presentation; ability to maintain organization, multi-task and establish priorities; exhibits initiative, responsibility and flexibility; ability to research issues using expert materials available on the Internet; requires excellent analytical skills and concern for details and must be proficient in MS Office software – Word, Excel, PowerPoint.

**Interpersonal Skills:** Excellent oral and written communication and human relation skills when dealing with co-workers, students, families and the general public. Integrity and team loyalty are critical to this position, as is the ability to maintain a high degree of confidentiality.

**Language Skills:** Ability to read, analyze and interpret common scientific and technical journals, financial reports, legal documents or government regulations; ability to respond to common inquiries or complaints from clients, regulatory agencies or members of the school and general community at large.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs; ability to manipulate, interpret, and analyze numbers.

**Reasoning Skills:** Ability to communicate sensitive information; ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret a variety of technical instructions in mathematical or diagram form.

**Work Environment:** The employee will have a private office with travel to school sites as required. Normal workweek is Monday through Friday. Attendance at evening meetings and events will be required periodically. The ability to maintain all information highly confidential.

## V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

## **ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment. Notwithstanding any of the above, volunteering while an Employee is an independent decision and action of an Employee and, as such, is not a requirement of employment at the Diocese whatsoever.

### **ADHERENCE TO CHURCH TEACHINGS**

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is online at here <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

All personnel adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.

All personnel are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.

Should you have any questions, feel free to contact the Diocesan Director of Human Resources at 614-228-0024 or [amstreitenberger@columbuscatholic.org](mailto:amstreitenberger@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

\_\_\_\_\_  
Date

The following items marked with a “√” are the physical and mental job requirements that are **essential** for this position.

**Physical**

- √ Standing
- √ Walking
- √ Sitting
- √ Lifting
- √ Carrying
- √ Pushing
- √ Pulling
- √ Climbing
- √ Stairs
- √ Ladders
- √ Scaffoldings
- √ Ramps
- √ Poles
- √ In-Out/Vehicles, Equipment, Machinery
- √ Stooping
- √ Kneeling
- √ Crouching
- √ Crawling
- √ Reaching
- √ Running
- √ Head and Neck Movement
- √ Movement Across Mid-line

**Coordination**

- √ Balancing
- √ Handling
- √ Controls (buttons, knobs, pedals, levers, cranks)
- √ Grasp
- √ Finger Dexterity
- √ Manual Dexterity

- √ Motor Coordination
- √ Driving

**Mental**

- √ Alertness
- √ Precision
- √ Ingenuity
- √ Problem Solving
- √ Analytic Ability
- √ Memory
- √ Creativity
- √ Concentration

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Superintendent's Approval

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Date