

## **Associate Director of Advancement**

Full Time – Salaried

Reports to Director of Advancement

Lincroft, NJ location

## **Company Description**

BROTHERS OF THE CHRISTIAN SCHOOLS DISTRICT OF EASTERN NORTH AMERICA (DENA), headquartered in Eatontown, New Jersey, is a Catholic organization dedicated to education and service. The organization has a rich heritage of supporting institutions and initiatives that align with its mission to foster learning and growth. Known for its commitment to community and values-based education, the organization works to advance meaningful and impactful initiatives. Potential team members contribute to a mission-driven culture aimed at making a tangible difference in education and society.

## **Job Description**

### LASALLIAN MISSION

- Articulate, with enthusiasm and authenticity, the Lasallian Mission of DENA.
- Assist in structuring and implementing a plan that will establish and grow donor support and involvement for DENA's mission based programmatic needs, especially for tuition support, Lasallian vocation and formation activities, and continuing care of Brothers.

### ADMINISTRATIVE & MANAGEMENT

- Assist in the management and oversight of appeals; production, response handling, and acknowledgement (including *Lasallian Notes* newsletter and other District Development Communications).
- Specific responsibility for implementation of new procedures and initiatives to increase donor response rates and retention levels.
- Regularly update acknowledgement letter. (2-3 times per year)
- Coordinate new donor activities and events.
- Assist with the supervision of our contract foundation grant writer.
- Liaise with Communications Department regarding Development on web & social media.
- Assist as needed with Development initiatives including but not limited to Planned Giving and Mass card promotion, prospect research, affinity groups, increasing donor base.
- Assist with monthly team meeting reports, & provide input for quarterly District Council report.

### Physical Plant Duties

- Oversee (coordinate with IT and with Operations Supervisor) proper functioning of hardware and software for all employees.

### Mail Duties

- Maintain all permits, permit fees, PO Box fees, etc.
- Stay up on all postage increases and new regulations that may affect operations.

## ST. LA SALLE AUXILIARY-SPECIFIC MANAGEMENT

### Donor Order Acceptance Duties

- Answer e-mail inquiries.
- Answer difficult calls, diverted to you by assistants.
- Assist with donor phone calls when needed.

### Special Annual Mailings/Appeals – Christmas & Easter

- Oversee Christmas & Easter Card artwork.
- Work with vendor on production and delivery timing of cards.
- Work with vendor (Jersey Printing) to produce insert cards.
- Work with vendor (Allied Printing) to produce outer mailing envelopes, Business Reply Envelopes (BREs), and on supplying blank envelopes to match each card.
- Receive shipments of all items. Send mailing list, and appropriate number of each product to mail house (A-1 Letter) for stuffing, sealing addressing, and sending.

### Supply / Inventory Duties

- Supervise inventory of Auxiliary related items, including cards, mailing and return envelopes, inserts, mailing boxes, etc.
- Maintain relationships with all supplier representatives.
- Regularly check pricing and contracts to ensure best use of financial resources.
- Receiving and submitting Auxiliary invoices.

## FINANCIAL MANAGEMENT

- Interface with Associate Director and Advancement Operations Supervisor to ensure gift activity from cash, checks, and credit cards/ACH are recorded in the proper ledgers.
- Interface quarterly with the external accountant to prepare quarterly reports and audit requirements
- Assist with the creation of the quarterly DENA Council reports
- Create comparison reports for appeals and funds
- Work as a member of the Advancement team, assisting and supporting others as needed to work with PNC depositing processes
- Process payroll forms for payment. Manage the payroll relationship with ADP or current vendor
- Process reimbursement requests and monthly bills in alignment with the office budget
- Assist team with other projects that require financial information

### Finances

- Work with the Director to create a yearly budget
- Manage all aspects of QuickBooks entry and retrieval
- Ensure database integrity by reconciling Raiser's Edge reports with QuickBooks reports
- Reconcile credit card donations with QuickBooks/Raiser's Edge

## OTHER

Other duties as assigned by the Director of Advancement which are consistent with the goals and requirements of this position.

### ***Position Requires:***

- Occasional evening and weekend availability as needed.
- Flexibility for limited travel if needed.
- 5 years of experience in a similar role

Contact:

Br. Daniel Gardner, FSC  
dgardner@fscdena.org