



fulfilling potential, one girl at a time

**Cornelia Connelly Center**  
Advancement Manager

**About Cornelia Connelly Center**

Cornelia Connelly Center (CCC) champions girls at risk, empowering them to realize their full potential from middle school through college and beyond. CCC offers a thirteen-year program, partnering with each girl and her family from 4th grade to college graduation. Through Connelly Middle School of the Holy Child (CMS), students in grades 4 through 8 receive a joyful, holistic education. Our Graduate Support Program (GSP) serves CMS alumnae, persistently committed to their high school success and college completion. With Cornelia Connelly Center, a young woman learns to shine – transforming her life and our world.

**About the Position**

The Advancement Manager will work closely with the Advancement Director and to ensure the success of CCC's annual advancement efforts, which raise \$1.8 million annually from individuals, events, and foundations. The Advancement Manager will guide the strategy for grants and communications, and play an important role in supporting efforts in all funding streams. The Advancement Manager will also supervise the part-time Graduate Support Intern.

This role requires attention to detail and professionalism in all things, from daily email to donor and trustee interaction. Candidates must possess superb writing and communication skills. The ideal candidate is an energetic and affable self-starter with a strong commitment to CCC's mission to empower every girl to realize her full potential.

**Professional Responsibilities**

- Serve as a role model for students, graduates and staff, modeling CCC values in actions and words.
- Oversee all aspects of grant process, including writing LOIs, proposals, and reports.
- Conduct prospect research and develop relationships with new private and family foundations.
- Develop and execute CCC's communication strategy, including but not limited to: social media, annual report, website, and e-newsletters.
- Manage Junior Advisory Board, including leading JAB event planning and Super Saturdays (quarterly volunteer event).
- Assist in maintaining consistent and accurate financial records by processing and acknowledging gifts and reconciling finances.
- Support all annual mailings, including list maintenance and generation.
- Support all annual events, including fundraisers, cultivation and stewardship events, and others, from initial planning to night-of.
- Manage Ambassadors (student tour guide) Program.
- Manage Center stock photography.
- Actively participate in the life of the Center.

## Qualifications

A Bachelor's degree and a minimum of 2 years' in nonprofit fundraising, communications, and/or marketing, or equivalent experience. Ideal candidates possess the following strengths:

### *Seeks excellence –*

- Exceptional writing, editing, and proofreading skills
- High level of integrity and standard of work
- Outstanding professional judgment and demeanor
- Highly organized and able to anticipate, plan for and reach deadlines

### *Collaborative –*

- Excellent interpersonal/communication skills
- Discretion and malleability to work with varying constituencies
- Willingness to learn new skills to support team growth and efficiency

### *Optimistic –*

- Positive attitude and a strong desire to be a part of a diverse team
- Demonstrates the resiliency needed to excel
- Exudes composure, especially under pressure
- Reflective, proactive, and dedicated to personal growth

### *Adaptable –*

- Adept at working within deadlines handling several projects at once
- Creative thinker who can think beyond status quo
- Ability to juggle priorities and to maximize resources
- Takes initiative to anticipate next steps and potential roadblocks

### *Desired Skills –*

- High degree of proficiency in Microsoft Office suite; experience with DonorPerfect or other donor databases a plus
- Experience in prospect research and proposal writing preferred
- Spanish-speaking preferred

## Salary and Benefits

- Salary starting at \$50,000+, commensurate with experience
- Comprehensive and competitive benefits, including health, retirement and vacation

*Interested candidates should send cover letter, resume, and writing sample to:*

*Jordyn Wolking  
jwolking@connellycenter.org*

*Start date: June 2020*