



OBLATE SERVICE CORPORATION

Oblate School of Theology

285 Oblate Drive San Antonio, TX 78216
Ph: (210) 341-1366 Web Site: www.ost.edu

JOB OPENING

The Oblate Service Corporation is seeking applicants for a **DEVELOPMENT ASSISTANT to the VP for INSTITUTIONAL ADVANCEMENT** position at the Oblate School of Theology (OST). The Oblate School of Theology is a graduate and professional school that provides education in Catholic theology for the church's mission and ministry in the world. An avenue to bring together diverse cultures, OST educates for mission.

POSITION: ***Development Assistant to the VP for Institutional Advancement***

POSITION STATUS: Full-time, Non-Exempt

SUMMARY: The Development Assistant reports directly to the Vice President for Institutional Advancement (VP for IA). The Development Assistant will work with the Development Team (VP for IA and the Charitable Donor Advisor) to further the OST mission through fundraising efforts. This person will have primary responsibility for the data entry of all donations received. The candidate should have past donor database experience and be able to adapt quickly to the Raiser's Edge system. Information must be entered accurately into the Raiser's Edge database and donations must be acknowledged in a timely manner. Gift Processing: Update database files and ensure donations are properly acknowledged. Work closely with Finance Department to ensure gifts received are recorded in the appropriate manner. Prepare acknowledgement letters, pledge forms, donor contact reports, donor impact reports, etc. Maintain a physical and electronic filing system of all gifts received. Reports: Prepare weekly call reports for VP for IA, Charitable Donor Advisor, and President. Generate monthly pledge reports and pledge reminders. Generate mailing lists for annual appeals, event invitations, etc. Run queries, exports, and other reports from the database for financial reporting, including monthly reconciliation with the Finance team. Database Hygiene: Maintain the database, including clean-up of inconsistent data, duplicate records, etc. Update database with new addresses and other constituent information. Work with development team to develop detailed protocols for data entry and donor interaction tracking. Administration & Operations: Provide administrative support to VP for IA. Work with Development team on integration of Moves Management; to include scheduling donor contacts and moving donors to major and planned gifts. Manage sales of OST merchandise and generate monthly sales reports for the Controller. Order, maintain inventory, and manage sales of Fr. Ron Rolheiser's books and DVDs and generate monthly sales reports for the Controller. Arrange details for IA staff meetings, IA committee of the Board meeting, and other meetings as needed; along with preparing meeting notes. Working closely with the Development team, manage administrative aspects of major mailings including interfacing with the printer and mail house. Provide administrative support for Alumni efforts. Maintain internal records and other confidential files. Plan and execute special events. Pick up supplies for events and run errands as needed. Keep inventory of letterhead and envelopes, and reorder office supplies for IA Department. Coordinate travel arrangements. Other duties as assigned.

WORK HOURS: Monday through Friday, up to 40 hours per week.

EDUCATION/SKILLS: Bachelor's degree, preferred. At least two years of increasingly responsible administrative experience, required. Experience working in a non-profit setting preferred. Proficiency in Microsoft Office applications, Google Suite, Zoom and other applications, required. Excellent verbal, written and interpersonal communication skills required. Exceptionally well-organized and strong ability to prioritize. Ability to work in a demanding and growing environment. Knowledge and ability to work with Donor Databases required (Raiser's Edge preferred.) Bilingual skills, (English and Spanish), preferred. High level of professionalism and service. Valid driver's license and reliable transportation required.

JOB CLOSING DATE: Until Filled

Qualified candidates should Visit www.ost.edu to apply under the CAREER OPPORTUNITIES section

Employee referrals are welcomed

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer

1/29/25