

**Part-Time Development Associate
St. Monica Catholic School
Methuen, Mass.**

Sr. Suzanne is looking to hire a Part-Time Development Associate (20 hours per week) starting in August 2017. The Development Associate would be responsible initially for Event Planning (large scale events bringing in upwards of \$20K) and creating an database of Alumni. The Development Associate position would eventually become full-time. The full-time Development Associate would also be responsible for planning, organizing, and directing all of St. Monica's fundraising in conjunction with the PTO. Other responsibilities would include grant writing, the major gifts program, annual fund, planned giving, special events, capital campaigns and raising funds for financial aid. Requirements for the position are a Bachelor's Degree in Business or related field with 3-5 years experience in marketing, organizing and pre-planning, grant writing, and finance. Research, technology, social media and public relations skills are required. If you or someone you know would be interested in this position, please send a resume with cover letter and names and phone numbers of three employer references to Sr. Suzanne Fondini, St. Monica School Development Search, 212 Lawrence Street, Methuen, MA 01844. Application deadline is July 1, 2017. Please, no phone calls.

St. Monica Catholic School
212 Lawrence Street
Methuen, MA 01844
Phone: 978-686-1801
Fax: 978-686-3582
Website: methuencatholic.org/school

MISSION STATEMENT

Saint Monica School is a distinctively Catholic School, a faith community of the Catholic Church. Our mission is that of the Church; to spread the Gospel and prepare students for their state in life.

In our striving for academic excellence, we keep in focus that this is a Catholic School where religious and moral formation are the first in the hierarchy of values.

In fostering leadership in our students, we prepare them to take their place in the Church and society as leaders who will be prepared to serve all with respect, dignity, and justice.