



Position Description: Development Coordinator

**ST. PATRICK – ST. VINCENT CATHOLIC HIGH SCHOOL
Vallejo, California**

THE SCHOOL:

St. Patrick-St. Vincent Catholic High School (SPSV), a Diocesan, co-educational college preparatory high school in Vallejo, CA, has an opening for a full time Development Coordinator beginning the July 2018. SPSV is the only Catholic high school in Solano County. We have a proud history of serving families in the Diocese of Sacramento and surrounding areas since 1870. We offer a comprehensive Catholic high school experience for over 500 students, with challenging academic programs that help them develop the skills needed to become thinking, productive, responsible citizens.

THE MISSION:

St. Patrick-St. Vincent Catholic High School, a college preparatory high school in the Diocese of Sacramento, challenges its diverse student population to seek truth as creative, complex thinkers – and to be responsible citizens and compassionate individuals who share their gifts with others.

THE OPPORTUNITY:

Reporting to the Director of Development, the Development Coordinator is responsible for working in collaboration with the Advancement Office to create the overall strategy, development, and execution of all fundraising events directly benefiting SPSV. The Development Coordinator must possess a strong understanding of Development and Event Fundraising best practices, donor cultivation, and stewardship. Additionally this position will support annual fundraising initiatives and campaigns focused on achieving goals.

Minimum qualifications for this position include a Bachelor's degree.

Application Requirements:

1. Diocese of Sacramento Pre-application Statement and Applicant Questionnaire
2. Current resume
3. A compelling letter of interest

Application materials may be emailed to

Jaime Kim, Director of Development

j.kim@spsv.org

or sent to

1500 Benicia Road, Vallejo, CA 94591

**First Deadline for Review of Applications: Monday, June 18, 2018
Position is open until filled.**

Notice of Non-Discrimination

It is the policy of St. Patrick – St. Vincent Catholic High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.