



Development Officer

Position Summary

Cristo Rey Oklahoma City Catholic High School seeks a detail-oriented and mission-driven **Development Officer** to support and advance the school's fundraising and stewardship efforts. This position plays a vital role in ensuring that the systems, processes, and events behind our development work run with excellence, accuracy, and heart.

The Development Officer manages the donor database, coordinates annual giving campaigns, oversees donor acknowledgment and stewardship, and supports fundraising events throughout the year. This individual will work collaboratively with the Director of Development to ensure that every donor and partner experiences meaningful engagement with Cristo Rey OKC's mission of preparing students for college, career, and life.

Compensation & Benefits: Starting at \$50,000, commensurate with experience, plus a comprehensive benefits package including health, retirement, and paid time off.

Key Responsibilities

Database & Gift Management

- Maintain the accuracy, integrity, and security of the donor database (DonorPerfect).
- Process and acknowledge all gifts in a timely and professional manner, ensuring donors receive prompt and personalized recognition and receipts.
- Produce reports and analysis to support donor segmentation, campaign tracking, and board reporting.
- Monitor giving trends, pledge reminders, and LYBUNT/SYBUNT reports to inform fundraising strategies.
- Continuously improve database systems and processes to increase efficiency, accuracy, and data integrity.

Campaigns, Grants, & Donor Communications

- Support the conceptualization and execution of annual giving campaigns, including direct mail, email appeals, and online fundraising.
- Coordinate donor lists, printing/mailing logistics, and timeline management.

- Draft, proof, and personalize thank-you letters, stewardship reports, and donor correspondence.
- Maintain a yearlong communications and campaign calendar to ensure consistent donor touchpoints.
- Support the Director of Development in scheduling, preparing materials for, and occasionally participating in donor or corporate partner meetings.
- Prepare monthly development reports summarizing campaign progress, donor activity, and fundraising performance metrics for leadership and the Board.
- Collaborate with the school's grants consultant to identify opportunities, prepare applications, and complete required reporting to foundations and funding agencies.
- Track grant deadlines and reporting requirements, ensuring timely submission of all follow-up materials to funders.
- Collaborate closely with the Marketing and Communications team to ensure consistent and aligned messaging across all platforms.

Event Planning & Stewardship

- Plan and execute development-related events, including donor receptions, stewardship breakfasts, and the annual Battle of the Bags fundraiser.
- Manage event logistics—guest lists, RSVPs, catering, signage, and follow-up communication.
- Collaborate with staff and volunteers to ensure events reflect Cristo Rey OKC's mission and culture.
- Support post-event stewardship, including thank-you notes, recognition lists, and data updates.

Team Collaboration & Support

- Partner with the Director of Development on cultivation and stewardship strategies for individual, corporate, and foundation donors.
- Maintain organized development files, timelines, and tracking systems.
- Collaborate with the Finance Department to reconcile gifts and maintain accurate financial and donor records.
- Serve as a key point of contact for vendors, partners, and volunteers supporting development activities.

- Contribute to a collaborative, mission-centered team culture focused on excellence, gratitude, and impact.
- Provide input and support for content strategy and storytelling efforts to engage donors effectively and highlight the impact of their support.
- Participate in Cristo Rey National Office professional development and cohort activities that are available and applicable.

Qualifications

- Bachelor's degree in nonprofit management, business, communications, marketing or related field preferred.
- 3–5 years of experience in fundraising, development operations, or nonprofit administration.
- Proficiency with donor database software (DonorPerfect a plus) and Microsoft Office Suite.
- Excellent writing and editing skills, with an eye for tone, clarity, and donor-centered communication. Canva experience a plus.
- Strong organizational skills and the ability to manage multiple projects simultaneously.
- Event planning experience and comfort coordinating logistics.
- Professional, warm, and trustworthy presence with donors and community partners.
- Commitment to the mission and values of Cristo Rey OKC and Catholic education.

Core Competencies

- **Detail-Oriented:** Maintains meticulous records and upholds high standards of accuracy.
- **Project Management:** Balances multiple deadlines and priorities effectively.
- **Professional Communication:** Writes and speaks with clarity, vision, and professionalism.
- **Initiative:** Proactively identifies opportunities for improvement and takes ownership of tasks.
- **Mission Alignment:** Believes deeply in the transformative power of education and opportunity.

About Cristo Rey

The Cristo Rey Network of high schools delivers a career focused, college preparatory education in the Catholic tradition for students with limited economic resources. Through the unique integration of rigorous academic curricula, four years of professional work experience, and support to and through college, Cristo Rey students are achieving their aspirations for postsecondary success at rates exceeding their peers.

Who We Are

- Values-Driven: We educate the whole student: academically, spiritually, and socio-emotionally.
- Growth Opportunities: We prioritize our faculty and staff's learning and growth.
- Invested Students and Engaged Families: Our students' families seek out our schools.
- National Community: Our faculty and staff are a proud part of a national movement.

Mission

Cristo Rey OKC is a Catholic, college preparatory school that educates young people of limited economic means and all faiths to become men and women of knowledge, faith, purpose, and service.

To Apply:

Candidates may apply through the Cristo Rey OKC website or by clicking [here](#).

Contact Director of Development, Covell Lindstrom, with any questions.

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