

# St. Joseph's Preparatory School

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**POSITION TITLE:**      **DEVELOPMENT ADMINISTRATION & STEWARDSHIP MANAGER**

**DEPARTMENT:**        **DEVELOPMENT**

**FLSA STATUS:**        **EXEMPT**

**REPORTS TO:**        **VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT  
& DIRECTOR OF DONOR ENGAGEMENT**

## **ORGANIZATIONAL SUMMARY:**

St. Joseph's Preparatory School is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly selective, all-male school serves over 900 young men in their pursuit of becoming "men for and with others." Students come from diverse economic, geographic, racial and ethnic backgrounds from throughout the Philadelphia metropolitan area. The Prep develops leaders of intellectual distinction, men of faith and integrity, men who are committed to social justice and community service, men open to growth, and men who are loving. At the Prep, classroom and chapel intersect with the religious formation of mind and heart.

St. Joseph's Preparatory School is committed to building a culturally diverse educational environment, with a focus on diversifying our staff. We are seeking colleagues who can work and teach in these and other areas while contributing to the diversity and excellence in our programs and courses through their research, teaching and service. As a Jesuit institution, these values are pillars of our education. We strive to establish a community more representative of the student body and city we serve.

## **POSITION SUMMARY:**

Reporting to the VP of Institutional Advancement, with a dotted line to the Director of Donor Engagement, the Development Administration and Stewardship Manager plays a key role on the Development Team at the Prep. The Manager provides administrative support to the VP and the Development Team, manages stewardship for the Prep's lead donor, creates communications for Prep Nation, and provides support for donor and alumni events. The Development Administration and Stewardship Manager is a dedicated team player, has excellent oral, written, and interpersonal skills.

## **KEY RESPONSIBILITIES:**

- Coordinates stewardship for the Prep's lead donor including:
  - Preparation of student profiles highlighting academic and extracurricular accomplishments, letters, and videos for presentation to donor
  - Tracking of scholarship recipients' academic progress in partnership with Director of Student Success
  - Preparation of required reporting and invoices related to donor's contributions and gift agreements
  - Presentation of admissions candidate profiles in partnership with VP of Enrollment and Director of Donor Engagement
  - Coordination of activities for scholarship recipients including invitations to Prep events and mentoring opportunities
  - Coordination of annual donor visit with scholarship recipients
  - Provides ongoing updates to demonstrate impact of donor's commitment to the Prep
- Provides direct administrative support to the VP of Advancement including:
  - Scheduling and travel arrangements, internal and external meeting preparation, database updates, preparation of gift agreements and expense reports
  - Writing and editing of correspondence for key donors, including semi-annual leadership letter
  - Preparation of agendas, presentations, and reports for Board and Campaign Committee meetings
- Creates and distributes communications for Development Department to appropriate constituencies:

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- In partnership with Development and Communications colleagues, creates, plans and schedules Development e-communications including invitations, solicitations, e-newsletters, announcements, In Memoriams, etc.
- In collaboration with the Director of Development Operations, creates forms for Development events, utilizing both Raiser's Edge NXT and the Prep's website.
- Administrative Lead for Development Department
  - Coordinates events in partnership with Development colleagues for the VEC, PAC, Prep Fund, and Alumni Relations
  - Assists Director of Operations with onboarding of new colleagues
  - Prepares expense reports for Director of Development and Major Gifts
  - Provides monthly budget report to VP and Director of Operations
  - Attends and assists as necessary at all alumni/development events
  - Other duties as assigned

## **EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

- Bachelor's degree
- A minimum of two-three years working in a professional environment handling multiple projects
- Excellent verbal and written communication skills
- Excellent organizational skills
- Strong computer skills including experience using Microsoft Office, Google Products, all Social Media outlets, Canva, and Raisers Edge
- Demonstrated ability to multi-task and prioritize projects presented by multiple partners

## **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Ability to work with a variety of challenges, deadlines and a varied and diverse array of contacts.

May work at a desk and computer for extended periods of time.

Available to work nights and weekends.

Work primarily in a traditional climate controlled office environment

Work intermittently in outside weather conditions, including extreme heat and cold.

**In order to be considered for an interview, please submit the following information to the Office of Human Resources at [hr@sjprep.org](mailto:hr@sjprep.org) or mail to:**

**Joseph Dougherty, Sr. Director, Human Resources  
St. Joseph's Preparatory School  
1733 West Girard Avenue  
Philadelphia, PA 19130**

**Deadline: December 5, 2025**

- Cover letter
- Resume
- List of three references (contact info only)

For information on our mission and characteristics of the school, please visit our website at [www.sjprep.org](http://www.sjprep.org)

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