



OFFICE OF CATHOLIC EDUCATION

Little Flower Catholic High School for Girls
1000 West Lycoming Street
Philadelphia, Pennsylvania 19140

Development Office Assistant

**Little Flower High School
1000 W. Lycoming Street
Philadelphia, PA 19140**

Position Overview:

Little Flower High School is seeking a dependable, upbeat professional to support our administration, faculty, staff, students, and families. The ideal candidate will be an ethical, experienced team player with a strong sense of integrity and a genuine commitment to advancing the work of the Development Office.

Reporting directly to the Director of Institutional Advancement, this individual will provide exceptional service to donors and the broader school community. This is a full-time, 12-month position.

Responsibilities

Development and Donor Relations

- Process and accurately record all incoming gifts and revenue in Raiser's Edge, including donations, event proceeds, and other fundraising revenue.
- Coordinate timely and accurate donor acknowledgments and other gift-related correspondence.
- Maintain accurate constituent information, gift records, donor profiles, and supporting documentation in Raiser's Edge.
- Maintain organized electronic and physical files related to donors, fundraising, events, and communications.
- Coordinate matching-gift and third-party donation processing, including completing required documentation, communicating with matching-gift organizations, and retrieving reports from corporate and donor-giving platforms.
- Support weekly, monthly, and year-end gift reconciliation between the Advancement and Finance Offices, including preparing documentation for the annual audit.
- Assist with preparing the Annual Report of Gifts as well as additional fundraising, donor, and financial reports as needed.

- Assist with the creation, distribution, and tracking of donor communications, including email campaigns, direct-mail appeals, newsletters, and solicitations.
- Assist with the planning, preparation, and execution of fundraising and alumnae events throughout the year.
- Provide administrative support to the Advancement team and, as needed, other members of the school's administrative team.
- Maintain organized electronic and physical files related to donors, fundraising, events, and communications.

Marketing and Communications Support

- Support the school's marketing and communications efforts, which are led by the Advancement Office.
- Assist with creating, scheduling, and publishing the school's flyers, social media posts, email communications, and other digital and print materials, as directed by the Director of Institutional Advancement.
- Proofread external communications, fundraising materials, newsletters, and promotional content for accuracy, clarity, and brand consistency.
- Assist with gathering photographs, stories, and school updates for use across the school's communication channels.

Qualifications

- Experience with Raiser's Edge or another fundraising or constituent relationship management database is preferred.
- Proficiency with Microsoft Office, Google Workspace, social media platforms, and email marketing tools.
- Experience with Canva, Adobe Creative Cloud applications, or similar graphic design and content-creation platforms is preferred.
- Excellent attention to detail, particularly in data entry, recordkeeping, and proofreading.
- Excellent interpersonal, verbal, and written communication skills.
- Professional, personable, and service-oriented when communicating with donors, alumnae, families, and colleagues.
- Strong planning, prioritization, time-management, and organizational skills.
- Ability to manage multiple projects and deadlines in a collaborative environment.
- Flexibility to work occasional evenings and weekends for school, fundraising, and alumnae events.

Salary and Benefits:

Salary is competitive and commensurate with experience and full benefits.

Candidates interested in this position should submit their cover letter, resume, and references to Kerri Ditro, Director of Institutional Advancement at: Kerri.ditro@lfchs.org

The deadline for applications is September 11, 2026

Interviews will be given to the most qualified applicants.

PA required clearances and Safe Environment clearances must be presented before employment can begin.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith is a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

The Archdiocese of Philadelphia is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, national origin, disability or protected veteran status. If you are unable to use our online application process due to an impairment or disability, please contact the Office of Catholic Education at 215-587-3700.

EQUAL EMPLOYMENT OPPORTUNITY

In keeping with Church teachings on social justice, the Archdiocese of Philadelphia is committed to a policy of equal employment opportunity. This policy governs all aspects of employment, including but not limited to hiring, job selection, job assignment, compensation, discipline, termination, benefits and access to training.

