

# Development Associate

DE LA SALLE NORTH CATHOLIC HIGH SCHOOL  
SERVES A RACIALLY DIVERSE COMMUNITY OF  
CAPABLE, INTERESTED, AND MOTIVATED  
COLLEGE-BOUND STUDENTS, PRIMARILY FROM  
NORTH/NORTHEAST PORTLAND WHO WOULD  
NOT OTHERWISE HAVE ACCESS TO AN  
EXCELLENT AND FAITH-BASED EDUCATION.

Join our efforts to continue to provide this wonderful educational opportunity to some of the most underserved families and students in our city.

Develops, organizes, and implements various fund raising programs and assists with internal and external communication efforts for the school. Involves some grant activity and event coordination. Knowledge of the principles and practices of fund raising is required. Ability to communicate effectively, both verbally and in writing. Highly developed independent judgment, interpersonal relations, and public speaking skills necessary. Familiarity with Raiser's Edge software (helpful), spreadsheet, word processing, and all basic office equipment is required.

Minimum of a Bachelor's degree required. 1-2 years development experience or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the job's essential functions.

This position is full time, with corresponding salary and benefits.

For consideration, send cover letter and resume to [development@delasallenorth.org](mailto:development@delasallenorth.org) or mail to: De La Salle North Catholic High School / Attn: Vice President for Advancement / 7528 N. Fenwick, Portland, Oregon, 97217. Please, no phone calls.