



## ***FACTS Financial Manager/Assistant Development Director***

### ***Job Description***

- Reports to the Principal
- Serves on the school administrative team
- Collaborates with the Development Director

### **Job Summary**

Assist the Principal with administrative functions to meet the needs of the school and carry out the mission and goals of the school. Collaborate with administrative team while supporting development for the school. Use all aspects of FACTS Financial Management System to organize student, family, and school files while maintaining confidentiality.

### **Educational and Job Qualifications**

The FACTS Financial Manager/Assistant Development Director will hold a Bachelor's degree or above. The FACTS Financial Manager/Assistant Development Director will complete and retain compliance with the Diocese of Knoxville Safe Environment Training. In addition, he/she should have at least one-year of experience in development for a business or school.

### **Job Responsibilities**

- Assist with admissions reporting, and school and student files
- Implements school mission philosophy and goals
- Use FACTS proficiently for all aspect of the job
- Communicates and confers with Principal on a regular basis
- Maintains confidentiality and discretion regarding students, families, personnel, and school matters
- Assumes responsibilities for all assigned tasks
- Maintains timesheets for preschool and aftercare

- Logs personnel information in FACTS
- Prints and distributes report cards
- Orders textbooks and workbooks, as well as classroom supply lists
- Collect payments for tuition from families as needed
- Completes all clerical paperwork in a timely manner
- Communicates with outside vendors and coordinates scheduling of services
- Orders items for student graduation
- Carries out all areas of the job in a timely and effective manner

### **Admissions and Finance**

- Creates payment plans for families
- Creates a list of new and returning families
- Manages student fees
- Maintains a record of all money entering and leaving the school
- Coordinates and evaluates school spending

### **Assistant Director of Development**

Working with the Director of Development, this individual will assist in the planning, development, and execution of special events, school activities, and fundraising activities. Such activities may include but are not limited to:

- #Igivecatholic
- Advertising and Promotions
- Alumni Events
- Annual Golf Classic, Jockeys and Juleps
- Catholic Schools Week
- Coordination of School Clubs
- Grandparents Day
- Grant Writing
- Parent Involvement Program (PIP)

This individual will also work in concert with the Administrative Team in strategic planning and in the promotion of activities that will foster a positive image of St. Jude School, both internally and externally.