



## Funding & Projects Specialist

*The HALO Initiative is an independent charity that brings more Dallas area families to Catholic education. We believe in the value of values-based learning and want to leverage the advantages we have here in Dallas with supportive community leaders who are open to fresh approaches, an extremely large and growing education endowment trust, and strong partners and supporters. We bring together individuals and organizations to provide a collective impact to keep and make more Catholic education opportunities available. We believe having more Catholic school graduates, who tend to become very engaged in their work and neighborhoods, will strengthen our broader Dallas community.*

### Role Description

The Funding & Projects Specialist role is central to our vision to make it possible for more students to enjoy the benefits of our area Catholic schools. This person enjoys navigating and manipulating spreadsheets to gather data surrounding our scholarship and tuition assistance programs as well as bringing forth new understanding and possibilities across our school system.

While working on a small, agile team, the right candidate will interact with around 30 schools and a variety of school and community stakeholders. Gifted with excellent organization and an ability to manage details, this person will enjoy a variety of tasks related to awarding financial aid, researching, analyzing, and interpreting data, planning special events, identifying new possibilities, and building relationships.

This role is full time and salaried. Combination of in-person and remote work. Frequently requires visits to schools, board meetings and more. Offers Full Medical, Dental, and Vision insurance as well as other employee benefits. The candidates for consideration will:

- Have experience working with families of diverse backgrounds, including those with financial need, in a compassionate, equitable, and consistent manner.
  - Take initiative to build relationships with each school representative.
  - Gather, analyze, make Recommendations, present findings.
  - Learn quickly and be able to consistently manage detailed processes. Will enjoy identifying opportunities for improvement and making recommendations.
  - Ready to 'own' the process: manage approvals, coordinate and distribute funds.
- Be known for their curiosity and critical thinking skills needed to reach new possibilities.
- Enjoy research, data analysis, collaboration about findings with variety of audiences.
- Be able to regularly manage databases and provide reporting.
- Be excited to work on a variety of projects and activities. Have an open, entrepreneurial spirit - to build it, try it, fix it – and an ability to 'roll with it.'
- Know when to ask for help, and when to help others on the team.
- As a plus, be able to speak Spanish.

### Qualifications

- Education – Bachelor degree and/or years of relevant experience.
- Analytical, able to work in detail level of data and numbers.
- Strong proficiency with word-processing, presentations - and a wizard with spreadsheets.
- Up-to-date with technology, including file management and basic hardware knowledge.
- Open, flexible and collaborative, with strong communication and interpersonal skills.
- Sound decision-making ability and common sense.

## **More about the Organization:**

The HALO Initiative is an independent charity that supports Catholic education because it is one of the best ways we can provide more opportunity (that can make a meaningful difference throughout their lives) to young people and their families. At the heart of our work, we want to keep the actions of words of Jesus real for all people we encounter. We work to uphold these principles in all we do.

- We respect each person, supporting dignity and decency, and believe that human life is sacred.
- We promote the family and believe each individual has a capacity to grow.
- We have a right and a duty to seek the common good and well-being of all.
- We pursue peace and care for the poor and vulnerable, considering their needs first.
- We respect the work and the worker (the economy serves people, not the other way around).
- We stand in solidarity as one human family. We want to give them the room to do what they can with their individual capacity and to only provide support in the way they need.
- We take care of all we have been given, as one way we respect our Creator.

## **Work Environment**

- Able to work remotely or to shift to different Dallas area locations as needed.
- Occasional evening and weekend work.
- It is an office/school environment; the noise level is usually quiet to moderate.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Will need good up-close vision, distance vision, and the ability to adjust focus.
- Good hearing acuity (with adaptive aids if necessary).
- Manual dexterity and skillful use of computer keyboard
- Able to drive their vehicle to a variety of locations around the Dallas area.
- Physical exertion includes bending, pushing, standing, and walking. Must be able to move or lift approximately 15 pounds on occasion.

To apply, please send your resume and information about why you are a fit for this role for consideration to [jane@haloinitiative.org](mailto:jane@haloinitiative.org).