



Position Description

Position: Director of Development
Department: Development
Reports to: President
Supervises: Directly supervises three employees in the development department

I. Job Summary

Direct a comprehensive development program in support of the mission of Guerin College Preparatory High School, working with school administration and appropriate staff to support an Annual Giving program in support of an Annual Fund, an alumni relations program and special events.

II. Responsibilities

Management/Planning

- Works with appropriate staff to accomplish strategic planning for short & long-term goals for annual fund, including major gifts and planned giving.
- Assists in the preparation of the Annual Budget in support of fund-raising efforts for annual fund, major gifts and planned giving growth.
- Assists in the planning and development of donor recognition clubs/activities/events (i.e. plaques, president's society, birthday cards)
- Meets regularly with president to monitor on-going progress of fund-raising efforts.
- Participates in regular staff planning/assessment meetings.
- Prepares Advancement Office reports for Board of Director meetings; works with staff to collect area specific info for said reports.
- Works closely with the Board's Development Committee.
- Assists in the planning and development of appropriate communications and communications vehicles.

Major Gifts

- Develops and maintains ongoing relationships with major donors among alumni, parent, corporate and friend prospects.
- Creates cultivation opportunities for stewardship and solicitations by president, school administration and board members.
- Researches prospects for major gift initiatives and oversees the "Moves Management" process.
- Cultivates and solicits major gifts on behalf of Guerin Prep.
- Researches and analyzes funding sources for capital projects and educational program development.
- Plans with other management staff to determine funding potential for proposed programs and to implement plans for requisite funding.

Annual Giving

- Directs planning sessions for direct mail program.

- Assists in the solicitation of board members and volunteers for annual fund gifts.
- Secures & solicits event sponsors where needed.
- Assists parent organizations i.e. Athletic Boosters, in the solicitation of event sponsors.
- Provides donors/prospects with information about how to increase their giving through sponsorship support.
- Maintains relationships with current benefactors of scholarships and works to cultivate and solicit new sources of scholarship endowments.
- Maintains relationships with current granters/foundations
- Researches possible new sources of support and writes appropriate grants.
- Works with appropriate staff to provide online annual giving opportunities.

Special Events

- Works with appropriate staff to design and implement events in support of annual fund, major gift initiatives.

Planned Giving

- Promotes planned giving opportunities to alumni, parents and friends.

Data Management

- Works with Administrative Assistant for Data Management in maintaining accurate records of research, cultivation and solicitation activities for major gift, capital campaign initiatives.
- Works with Administrative Assistant for Data Management in the preparation of reports for administration, board, committees on a monthly, quarterly and year-end basis.
- Works with Administrative Assistant for Data Management to maintain appropriate gift acknowledgement practices.
- Participates in data entry when appropriate.

III. Status

A full-time position—occasional evenings and weekends required to attend meetings or support other advancement events.

IV. Qualifications

- Bachelor's Degree in a relevant field
- 5 plus years experience in development
- Demonstrated excellence in organizational, managerial and communications skills
- Excellent computer skills and knowledge of donor data base program/s(preferably Results Plus)
- Ability to work well with others—staff, donors, board members and volunteers
- Willingness and confidence in pursuing donations, volunteer commitments, etc.

Send resume, credentials and salary history to:

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