



JOB DESCRIPTION: DIRECTOR OF DEVELOPMENT

The Director of Development for Notre Dame Schools is a key member of the school's administrative team, reporting to the Principals of the Junior/Senior High School and Elementary School. Notre Dame is in the midst of an exciting strategic planning process that will include the school's first major capital campaign, and the Director of Development will be responsible for leading the School's advancement program, which includes maintaining active and productive relationships with volunteers, donors and the administration.

Specific areas of responsibility include:

Fundraising

- Designs, implements and manages all fundraising activities including annual giving, endowment and capital campaigns, special projects, and other school-related solicitations.
- Manages all strategies and activities for donor cultivation, solicitation, and relations.
- Maintains contact with and develops grant proposals for foundations and corporations.
- Develops and implements parent and class-based fundraising programs within the Annual Fund.
- Develops a comprehensive planned-giving program as the need becomes appropriate.

Board/Diocesan Relations

- Works with the Diocese and volunteer Board to develop strategies to initiate and meet aggressive fundraising goals.
- Develops fundraising training and materials for leadership volunteers.
- Assumes responsibility for all Development reports to the Board and other agencies, and attends all Board meetings.
- Assists the Board with recommending and researching potential new members.

Development Office Infrastructure

- Creates office systems to support all Development projects and operations.
- With the assistance of the Development Assistant, supervises donor and gift record-keeping and provides donor stewardship.
- Coordinates development research activities.
- Oversees the management of databases and all records, files, and gift processing.
- Manages the pledge reminder and acknowledgement programs.

Alumni Relations

- With the assistance of the Development Assistant, manages and maintains the alumni database.
- Organizes and supports an alumni association.
- Organizes alumni events, collects news and information about the members of the alumni for publication, and keeps accurate records of the school's alumni.

Parent Relations

- Organizes and supports a Parent Annual Fund Committee to identify and train a core group of volunteers to assist in the campaign, Annual Giving, special events and other fundraising programs as needed.

Public Relations, Marketing, and Advertising

- Works closely with the Enrollment Director, volunteer Marketing Committee, and Principals to develop public relations plan and advertising plan.
- Plans and oversees production of all major publications, including the alumni newsletter, the Annual Report, the School's website, and working with designers and printers to promote the school's fund and friend raising goals and activities.
- Implements a communication and promotional plan for the Capital Campaign.
- Develops and implements strategies to promote the mission of Notre Dame Schools to both the internal constituencies of the School and the community at large.

Qualifications:

- 3 years professional fundraising experience, preferably in Catholic environment, strongly preferred
- Proven experience in designing and managing development and/or alumni relations programs.
- Experience with developing and maintaining productive working relationships with volunteers, donors, parents, administrators and faculty.
- Excellent verbal and written communication skills.
- Ability to work as a leader and as part of a team.

Compensation based upon experience.

Please submit resume and cover letters to Sister Anna Mae Collins, Principal, Notre Dame Junior/Senior High School at mkirkham@syrdiocese.org. For more information about The Notre Dame Schools, please visit www.ndjugglers.org or www.notredameelem.org.