

Job title	<i>Director of Development</i>
Reports to	<i>President</i>
FLSA Status	<i>Full Time, exempt</i>

Job purpose

Bishop Kearney High School is seeking a highly qualified enthusiastic individual to serve as its Director of Development. The Director of Development reports to the President and is primarily responsible for the planning, management, and implementation of all fundraising initiatives, including annual fund development, capital campaign management, major gift solicitations, and corporate and foundation grants. The successful candidate will have excellent interpersonal skills, be self-motivated, and have demonstrated experience with all aspects of fundraising.

The Director of Development will take a lead role in working with the President, the Bishop Kearney Board of Directors, and the Partnership Campaign Cabinet to set annual fundraising goals, and to develop and implement fundraising strategies. The ideal candidate will work collaboratively with the administration and faculty to create a culture of philanthropy within the school, and will actively cultivate relationships with alumni, natural constituents, and members of the regional philanthropic community to drive resources to Bishop Kearney.

Responsibilities

- Establish annual fundraising goals and a respective budget to implement established goals based on needed revenue and a realistic assessment of donor capacity.
- Works with Administration to establish annual fundraising calendar.
- Designs and manages all fundraising initiatives in order to attract the maximum gift support possible to the school.
- Works with members of the Capital Campaign Cabinet on all aspects of the capital campaign along with the support of an outside consulting firm to ensure financial targets are met.
 - Manage all Capital Campaign correspondence including proposals, meeting requests, scheduling and action items.
 - Coordinate Campaign strategy pre-meetings and tours.
 - Coordinate the design, printing and mailing of invitations to donors and prospects for cultivation, stewardship and other Campaign events.
 - Administer donor stewardship programs including named opportunities.

- Coordinate on-line and conventional communications to coordinate myriad information to provide a singular and strategic message program for Campaign prospects.
- Manage the maintenance of confidential donor records.
- Create and implement a schedule of e-mail and social media communications to increase the number and size of individual gifts to the Capital Campaign.
- For Public Phase of Campaign, develop a series of broad-based marketing and solicitation strategies for alums, class gifts and greater community involvement. These may include direct mail campaigns, advertising, television and radio sponsorship campaigns, and third party events.
- Identify and schedule, with a contract grant writer, a minimum of 10-12 Foundation and Corporate grant applications per year for targeted needs, including scholarships.
- Researches, identifies, and reaches out to prospective donors, including individuals (BK alumni and alumnae, current and past parents, and other key constituents) corporations, and foundations to solicit philanthropic support for specific and general needs of the school. Pays particular attention to matching school needs with prospective donor interests.
- Fosters positive and enduring relationships with donors and prospective donors that produce reciprocal benefits.
- Builds working relationships internally and serves as the development liaison to the BK faculty, staff, parents and students.
- Ensures that athletic program fundraising, including sponsorships for the Selects Hockey Team, is coordinated with all other fundraising programs.
- Oversees stewardship activities, including donor communication (reports and newsletters), endowment and named fund reporting, donor events, and scholarship and grant programs.
- Develops and coordinates case statements and other development materials.
- Prepares monthly status reports on all fundraising initiatives for President and Board of Directors.
- Travels to meet with Bishop Kearney donors and alumni throughout the country.

Qualifications

- A passion for education - particularly Catholic education - is ideal.
- Experience managing a capital campaign is ideal.
- Professional demeanor and presentation skills are required.
- Excellent interpersonal and relationship skills are required.

Education and Experience

- Bachelors Degree required. Master Degree preferred.
- Certified Fund Raising Executive preferred.
- A minimum of five years direct and successful experience in planning and implementing a broad number of fund raising initiatives, ideally including individual gift solicitation and class giving programs.

Provided for reference only.

Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

- Alternative experience: prospective candidates with equivalent sales, business development, or helping professions experience and a record of significant volunteer fund raising leadership and major gift solicitation experience may be considered.
- Clean New York State driver's license and able to drive, as needed.

Physical requirements

- Possess physical ability to travel throughout our multi-floor school building and engage in significant travel outside the office.
- Ability to lift 25 pounds.

Responsible for managing two direct reports

- Alumni Relations Director
- Assistant to Development Director

Approved by:	
Date approved:	
Reviewed:	