

## **Executive Director of Development**

<b>Position Title:</b>	Executive Director of Development
<b>Department:</b>	Advancement Office
<b>Reporting Relationship:</b>	Vice President of Advancement & Communications
<b>Supervises:</b>	All members of the Advancement & Communications Offices
<b>FLSA Status:</b>	Exempt

### **POSITION SUMMARY:**

The Executive Director will supervise the day-to-day operation of Jesuit's advancement program insuring that all of its basic functions – annual giving, special events, alumni and parent relations, gift processing and acknowledgment, analytics and reporting, the organization and supervision of staff, communications, marketing, and the like -- are executed professionally and successfully. The delegation of such authority is viewed as critical to freeing the Vice President of Advancement & Communication and the President to focus their attention on long-term major and planned gift cultivation and solicitation. The Executive Director for Development must be known to be highly committed to, and passionate about, the mission of Jesuit High School.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

The Executive Director will design and implement short- and long-term fundraising plans and budgets in order to support Jesuit High School's strategic goals. S/he will apply key principles of marketing, communications, and public relations to fundraising planning and programs.

Most importantly, the Executive Director will hire, organize, supervise, and manage the advancement office staff as they organize and execute these programs.

### **ONGOING RESPONSIBILITIES:**

The Executive Director will:

- Create and implement short- and long-term strategies to identify, cultivate, solicit and steward prospects and current donors for annual restricted and unrestricted support,
- Establish strong working relationships with the President of Jesuit High School, the Chief Financial Officer, the Vice President for Advancement & Communication, and other senior Jesuit High School staff members.
- Collaborate with faculty, staff, coaches and activity moderators to understand clearly the day-to-day realities and needs of the Jesuit High School community. Interact with students, particularly with student leaders, to develop a clear understanding of the immediate beneficiaries of a donor's generosity,
- Know and understand the Jesuit High School Board of Trustees, and identify ways to engage board members more broadly in fundraising strategies and outreach. Serve as a resource to the Board of Trustees, particularly staffing Board Committees and preparing reports to the Board as required,
- Maintain fundraising schedules and objectives; ensure that plans are implemented, goals achieved, timely reports generated and information shared; ensure that fundraising is done in the most efficient and cost-effective way.

- Maintain a personal portfolio of leadership donors with specific goals and objectives,
- Communicate to staff, external constituents and supporters throughout the country the overall need, purpose and goals of fundraising for Jesuit High School,
- Stay abreast of philanthropic, economic, social and educational trends related to fundraising; ensure that staff members are informed of changes in legislation and other trends and initiatives that might impact giving.

Performance will be measured by the

- Ability to supervise and manage the Advancement Office staff,
- Ability to develop and implement a comprehensive fundraising plan, coordinating and harmonizing efforts in such a manner as to strengthen the Vice President and President's major gift initiatives,
- Ability to create strategies to ensure that all annual fundraising goals are met; create appropriate incentives, unique to Jesuit High School to help meet these goals,
- Ability to create timely reports that reflect personal and departmental performance,
- Ability to manage people, process, deadlines and budgets while adhering to the policies and procedures of Jesuit High School. Possess an ability to work well with peers, subordinates and school leaders, and maintaining a positive and constructive attitude,
- Ability to protect and promote the mission and values of Jesuit High School.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree required
- Must possess values that are consistent with the mission of a Jesuit, Catholic school
- Experience supervising a professional staff
- Excellent interpersonal, writing and presentation skills
- Strong computer skills: Microsoft Office, Raiser's Edge, Wealth Point and other similar software,
- Self-starter, ability to work without direct supervision,
- Flexibility with work schedule; availability to work evenings and weekends as required. Travel as required,
- Ability to work with sensitive information, and maintain complete confidentiality.

**WORK ENVIRONMENT:**

- Normal business office environment
- Work extended hours, including evenings and weekends, during events. Travel as required.

**HOW TO APPLY:**

Please submit a job application, cover letter, resume and letters of recommendation electronically to: Beth Tegge, Director of Human Resources at [beth.tegge@jesuithighschool.org](mailto:beth.tegge@jesuithighschool.org).

Application forms can be found at: [www.jesuithighschool.org/jobs](http://www.jesuithighschool.org/jobs)

Deadline for applications is August 6, 2018.

