

Position: Director of Development

Job Requirements: Excellent communication skills, both written and oral; at least 3 to 5 years of experience in the fundraising/development area, preferably in a position of some responsibility in a not-for-profit agency; thorough understanding of Microsoft Office products; some experience with marketing, brand development and public relations concepts; some familiarity with design software such as Quark or InDesign; with fundraising software such as Sage or Raiser's Edge; and with database management; some familiarity with the development of web content and e-communication programs.

The qualified candidate must be a self-starter who sees the interrelated aspects of a sophisticated advancement program, can successfully determine priorities and can balance several projects at once. He or she must be able to work independently, outlining an annual calendar for solicitations, communications, donor cultivation and special events and then be able to implement that calendar. He or she must be attentive to detail in published materials, striving for timely, attractive, and error-free work. He or she must be able to work well with volunteers, must see the value of an intimate knowledge of the history of Ascension School, and must work with the leadership of the community in advancing the mission of the parish.

The successful candidate will recognize that he or she is bound by the ethics of the Association of Fundraising Professionals to record all gifts accurately and to track them carefully to be certain that they are used for the purpose intended by the donor.

This is a full-time position, requiring at least 40 hours per week, twelve months of the year. Some weekend and evening hours are required.

Primary responsibilities:

Overseeing school and parish fundraising programs including but not limited to:

- the development of programs and special events for increased operating and restricted revenue and constituent engagement; the refinement and growth of programs already in place, in particular, the school auction*, the fund for tuition assistance, online giving programs and the shopping certificate program.
- The careful reporting of all advancement income and the application of restricted gifts to their intended use.
- The recording of all gifts; the thanking of all donors; the determination that all gifts are used for the purpose for which they were given
- Working with parish and school administration to coordinate the fundraising activities of special interest groups.

Overseeing school and parish communications including but not limited to:

- sole responsibility for the publication of five print newsletters annually, 15 – 20 electronic newsletters annually and all content on the alumni website; shared responsibility for content for on the parish and school websites; school giving report produced at least bi-annually.

Sole responsibility for school and parish marketing programs including, but not limited to:

- School recruitment programs: advertising in print media, outreach to parish families, open house opportunities, provision of school tours, participation in local school enrollment fairs; development of student leadership organization for the promotion of the school; development of recruitment materials for print and electronic media;
- Production of parish and school print advertisements.
- Support for parish and school groups in publicizing and marketing their programs and events.

Sole responsibility for school alumni program including, but not limited to:

- database management, including gift tracking, relationship data, contact records, additional attributes when possible
- donor cultivation events, class reunions, relationship building opportunities
- annual giving program, development of other “naming” opportunities;
- correspondence with alumni as appropriate; donor care program to insure that all donors are thanked promptly, creatively and, when appropriate, publicly.
- the role of alumni advocate: to champion the voice of the alumni constituency, to honor the history of the institution, to inform the current population of that history.