

ST. CATHERINE'S ACADEMY
A CATHOLIC SCHOOL WITH A MILITARY TRADITION

JOB DESCRIPTION

Job Title: Development Director
Department: Administration
Reports To: Administrator/Principal and Board of Directors
FLSA Status: TBD – Exempt or Non-exempt option available
Supervises Others: No

JOB SUMMARY:

Through commitment to Christian advocacy, building community and integration of Dominican charism and military tradition, the Advancement Director prepares an annual plan and budget and works with senior management and the Board to finalize approved tactics and financial targets. Modifies and directs the plan during the year to align with the most likely success strategies and to take advantage of changing environmental factors and opportunities. Supports all aspects of the funding plan including donor cultivation and recognition, grant submission and reporting, endowment and scholarship funds, alumni communication programs, events and public relations, and mail solicitation and communication. Energetically and aggressively researches and identifies new sources of funding and follows up on sources identified by others in the senior team. Supports the recruitment of new board members. Represents the Academy at many events, meetings, and functions both on and off campus.

ESSENTIAL DUTIES:

- Serves as a role model in action and word for the Academy's mission and beliefs.
- Maintains highest degree of confidentiality in cadet, financial and management matters.
- Uses good judgment to promote the safety and welfare of cadets and others on campus. Follows all safety and security rules and reports concerns immediately.
- Remains up to date on best practices relevant to the position; enhances skills.
- Provides courteous and timely assistance to coworkers, parents, guests, donors and external contacts.
- Is open to implementing suggestions for change and improvement.
- Meets time and attendance requirements for the position and uses work hours productively and appropriately. Follows procedures and ethics policies in completing work and making decisions.
- Conserves resources and materials.

JOB RESPONSIBILITIES:

- Develops an annual plan and budget and works with senior management and the Board to finalize approved tools and financial targets. Modifies and directs the plan during the year to align with the most feasible success strategies and to take advantage of changing environmental factors and opportunities.
- Energetically and aggressively researches and identifies new sources of funding including exploring sources identified by others in the senior team.
- Along with Administrator/Principal and Board of Directors, cultivates, solicits and follows up with major individual and family donors, including planned giving through wills and bequests.
- Cultivates, solicits and follows up with corporate and foundation sources to secure gifts and grants on a one-time or recurring basis only via written or e-mail correspondence.
- Works to fund scholarship, endowment funds and other funds.
- Supports donors program: receipt of regular recognition, effective follow up on recognition, and donor gift program.

- Plans and manages the annual campaign.
- Submits grant applications annually to meet the needs of the scholarship and other funds. Gathers and organizes materials and data packages as required. Ensures post-grant reporting is completed timely.
- Submits regular reports on donor activities and results for each campaign and tactical plan.
- Oversees accurate databases of alumni, alumni parents, and friends of the Academy.
- Ensures that an appropriate budget is prepared and monitored for each development event. Manages all vendor and guest activities in a timely manner and within budget.
- Collaborates with the Marketing Director on the publication of the alumni/donor newsletter, annual report and other outreach tools.
- At the Board's request and with Board member participation, plans and implements capital campaigns, developing sound funding strategies and providing for appropriate oversight and progress reporting.
- Sits on committees and contributes to Academy decision making when requested by Administrator/Principal.
- Collaborates with the Marketing Director and maintains content on website; ensures content is edited and updated on a regular basis; trains other team members on website use.
- Assists with graphics and layouts of flyers and advertisements for all Academy departments.
- Performs other duties as requested or assigned.

EDUCATION and / or EXPERIENCE:

- Bachelor's degree or comparable experience.
- Experience in increasingly responsible fund development positions in a nonprofit social services agency(ies) preferably in the area of children's services. Experienced in plan development and implementation.
- Supervisory experience desirable.

OTHER SKILLS:

- Works well independently and collaboratively with others to meet ongoing deadlines and objectives for multiple, concurrent projects.
- Communicates effectively and sensitively with diverse populations.
- Speaks confidently and persuasively to groups large and small; has excellent social and conversational skills; displays public relations acumen.
- Organizes and manages work and assignments in order to meet deadlines and goals.
- Able to compose, proofread, spell check and edit correspondence, reports and other original written output.
- Able to correctly add, subtract, multiply and divide, as well as calculate percentages, fractions, ratios and decimals.
- Fluency in Spanish, Chinese, and/or Vietnamese is helpful.

COMPUTER & EQUIPMENT SKILLS:

- Microsoft 365 Suite, Canva, Adobe Cloud
- Filemaker Pro, Access, or other database software
- Little Green Light is a plus
- Use typical office equipment (computers, fax, phones, copiers, audiovisual, binders and collators)

REASONING and MENTAL ABILITY:

- Uses critical thinking skills to interpret instructions furnished in written, oral, diagram, or schedule form and to analyze complex documents like contracts and grants.
- Able to make sound decisions and set goals based on available information and evaluate situations and requirements to plan work accordingly.
- Able to project likely future occurrences based on current or historic data.

ADDITIONAL:

- Works evenings and weekends and attends Academy and other functions when assigned.
- Uses personal vehicle to drive to meetings and events; maintains valid California drivers license and minimum required collision and personal injury vehicle coverage.
- May travel out of area by car or airplane.

PAY RANGE:

Between \$80k-\$110k depending on fit and experience.

Interested individuals should submit a resume and cover letter to finance@stcatherinesacademy.org with the subject line – Application: Development Director.