

## **Director of Development**

**Department:** Office of The President      **Approved By:** Tony DeSapio

**Reports to:** President      **Date:** 06/01/09 for 2009-10

### **Job Summary**

The Development Director will be an integral member of the school's senior leadership team with primary responsibility for identifying, initiating, and maintaining meaningful strategic relationships that will further the school's interests. The Development Director will be a self-starter, a person with creative and fresh ideas and the ability and charisma to implement them. This person will bring experience in developing effective networks utilizing state-of-the-art technology and practices and supported by state-of-the-art research and knowledge. The new Director will have advanced communication and presentation skills, and demonstrated experience in communicating with people who represent a vast range of backgrounds: business leaders, community leaders, executive staff in target agencies and institutions, alumni, education leaders, foundation directors.

The Development Director is responsible for planning and implementing St. Gregory the Great's Annual Fund Programs, Foundation Relations, Major Gift Solicitation, Alumni Relations, and Special Events. He/she establishes policies and procedures, determines goals and objectives and approves and monitors a calendar of activity for ongoing annual development, alumni relations efforts, and communications.

It is essential that the Development Director projects a positive image of St. Gregory the Great High School and maintains confidentiality when appropriate.

### **Essential Functions & Responsibilities**

1. Leads the overall planning and implementation of the Saint Gregory the Great Development program.
2. Leads the development of materials that articulate the essence of the St. Gregory brand, and coordinates the marketing message and marketing strategy among all SGHS constituents.
3. Establishes and nurtures ongoing relationships with Saint Gregory the Great gift prospects, benefactors and alumni.
4. Works with the President in keeping donors and prospective donors informed about the mission, needs and gift opportunities of Saint Gregory the Great.
5. Solicits gifts actively from any and all prospects/constituents of Saint Gregory the Great High School, securing financial support commensurate with the prospect's/constituent's financial potential.
6. Identifies, cultivates and involves individuals, businesses/companies and foundations which could be potential donors through grants and foundation support.

7. Coordinates and solicits grants and foundation support and manages reporting to constituents.
8. Establishes and implements specific strategies designed to increase participation in the St. Gregory the Great Annual Fund, including donor club levels and corresponding recognition.
9. Works with the President in crafting appropriate message and overall content of high profile annual and administrative print communications, including Saint Gregory the Great High School Annual Report.
10. Coordinates annual fundraising events to engage the support of constituents (Golf Outing, Scholarship Benefit, Alumni Reunion)

### **Personal Characteristics**

- Passion for St. Gregory the Great
- Person of faith
- Detail-oriented
- Trustworthy
- Self-starter
- Willing to go “above and beyond,” working with a flexible schedule
- Good people skills
- Sense of humor
- Team player
- Proofreading skills
- Public speaking/presentation skills
- Able to handle multiple tasks

### **Prerequisites & Background Experience**

- Connections to Catholic education and St. Gregory the Great communities.
- Computer proficiency (MS Office, with preferred skills in Raiser’s Edge or like programs).
- BA or BS minimum. Advance degree preferred with organizational or management experience.
- Development and fundraising experience (3 years minimum).
- Preferably experience working in or in contact with school or education environment.

Start Date: July 1, 2009

To apply, email the following materials to Tony DeSapio, President at the address below:

1. Resume with 2 references and contact information
2. Cover letter

Tony DeSapio  
President, St. Gregory the Great High School  
adesapio@stgregory.org