

Job Description
Development Director
Pope John Paul II High School

Pope John Paul II High School is a Catholic, co-educational, college preparatory school. Established in 2010, JP II is the newest Catholic secondary school in the Archdiocese of Seattle with a current enrollment of 100 students. JP II's mission is founded on the charism of Saint Pope John Paul II: *to educate young men and women who are intellectually strong, spiritually alive and committed to serving the needs of others.*

The Development Director provides energetic leadership, vision, and strategic direction for the School's annual fund raising programs, including the Annual Appeal, major gifts, the Scholarship Luncheon and the Gala. The position is also responsible for the leadership and oversight of the JP II Alumni Association, as well as grant writing and grants management. This position reports to the President, informs and manages board and volunteer fundraising, and serves on the Board of Directors' Development Committee.

Responsibilities and Duties

Fundraising:

- Fosters a top-down, campus-wide culture of philanthropy and works with all school constituencies to identify and address the school's funding needs and opportunities.
- In collaboration with the Board of Directors and President prepares a comprehensive Development Plan which is reviewed, analyzed and adjusted annually to meet the school's mission and strategic goals.
- Designs, implements and manages all annual, institution-wide fundraising activities and events.
- Oversees the integration of student fundraising activities into the annual fundraising calendar of the school.
- Organizes and supports the alumni association in its event efforts, publications, fundraising and database management.
- Works collaboratively with school communications personnel to provide a consistent message about the school's identity, mission and strategic goals.

Board of Directors Relations:

- Manages the Development Committee of the Board of Directors and serves as the staff liaison to committee members.
- Prepares monthly and year-end development reports for the Board of Directors.
- Develops and manages fundraising training for Directors and other leadership volunteers and provides administrative support for their outreach efforts.
- Collaborates with the Board Development Committee in researching and recommending potential Board members.

Development Office Infrastructure/Management:

- Works with the President to develop the annual budget by providing projected revenues from and expenses for development efforts.
- Manages donor and alumni databases, gift processing and record keeping, pledge reminders, and acknowledgement programs.

Parent/Volunteer Relations:

- Recruits, trains, and works with parents and volunteers to assist in the Annual Giving process, special events and other fundraising programs.

Required Qualifications

- Bachelor's degree in a related field, required.
- Minimum five years of experience in non-profit development with increasing levels of responsibility.
- Possesses advanced verbal and written communication skills in addition to strong leadership skills. Ability to work with people of diverse backgrounds and to work collaboratively with administrators, teachers, parents and students.
- Ability to manage multiple and complex projects.
- Ability to take initiative and be self-directed.
- Strong sense of discretion and confidentiality.

Salary and Benefits

Pope John Paul II High School is committed to offering a competitive salary and benefits commensurate with experience.

Application Process

Interested applicants should submit complete application materials via email. Job will remain open until filled.

Application Part I: submit via email to Principal@popejp2hseagles.org

1. A chronological resume that demonstrates your related experience and your relevant education
2. A letter of interest that describes why you are interested in this position and why you think you are an ideal candidate
3. Minimum of three (3) professional references including contact email address and phone number

Application Part II: all applicants must complete the online application through the Seattle Archdiocese at: <https://www.applitrack.com/seattlearch/onlineapp>