

Job Summary

The Financial Director plans and implements comprehensive giving programs that increase operating support for the school. Reporting to the Pastor of Saint Thomas Church and the School Principal while working closely with the school board, the Financial Director is responsible for creating a strong culture of philanthropy throughout the School community.

Essential Duties and Responsibilities

The Financial Director will:

- Serve as the school's financial officer. In addition to fundraising, this person is also responsible for maintaining the school's finances in Quickbooks.
- The candidate will be responsible for making deposits, entering payments, cutting checks and paying online bills, etc
- Establish and execute forward-thinking, goal-driven development plans and programs that optimally grow the annual, major, and capital campaigns.
- Work with the school leadership to evaluate each year's giving programs and develop goals and objectives for the following year.
- Oversee all aspects of the development program, including capital campaign, annual giving, grants, alumni, special events, and database management.
- Develop a plan for the cultivation and solicitation of prospective donors and the stewardship of donors of annual, major, and planned gifts with specialized plans for leadership prospects and donors.
- Personally solicit major donors after developing relationships through outreach and travel.
- Identify, recruit, and train the volunteers necessary to help with fundraising efforts while establishing strong working relationships with these individuals.
- Maintain the campaign calendar, ensuring that it is coordinated with the school calendar.
- Strengthen relationships with the School's alumni
- Maintain a database of all contributors and provide development reports as required.
- Identify corporate and foundation funding opportunities and help draft grant applications.
- Manage the development budget, forecasting needs and meeting budget targets.
- Work with the Development Committee Chair to staff / organize the Development Committee and coordinate the School's volunteer efforts.
- Prepare and arrange production for solicitation materials (direct mailings, volunteer packets, verbal script materials).
- Develop and maintain a highly collaborative relationship with the school's leadership.
- Collaborate with Harley's Advancement Team (Head of School, Admissions, Marketing and Communications) to plan and produce communication materials that enhance the School's visibility and reputation.

Qualifications

- Bachelor's degree, Master's degree preferred (Accounting, Business, Auditing, etc.)
- 3+ years of experience in the nonprofit sector, including management of fundraising campaigns
- Appreciation for and commitment to Catholic school education and culture
- A track record of success in a major gift or capital campaign environment is necessary
- Ability to develop and execute a high-level, multi-tiered fundraising strategy across multiple constituencies

- Strong interpersonal skills, including the ability to work graciously with all the school's constituents while maintaining discretion and confidentiality
- Excellent verbal and written communication skills; strong data analysis and public speaking abilities
- Strategic thinker with a "can-do" style, able to convey our school's mission and vision, while taking the practical decisions needed to make programs run well
- Passionate about working with a wide range of individuals from diverse backgrounds
- Proficiency using database management software to coordinate campaign activities.
- Proficiency with Google Suite and Microsoft Word, Excel, PowerPoint
- Practical experience working with and motivating volunteers and staff members
- Excellent attention to detail, ability to multi-task, strong organizational skills

Southington Catholic School welcomes candidates who add to our diversity. Interested applicants should submit a cover letter, resume, and references to:

Jim Messina
Southington Catholic School
133 Bristol St, Southington, CT 06489
jmessina@southingtoncatholicschool.org

Applications due by June 18, 2021

For more details contact:

Jim Messina