



100 YEARS
OF EDUCATING YOUNG WOMEN

Resurrection College Prep High School Job Description

Title: Director of Development

Relationships: Reports directly to the Director of Institutional Advancement; Manages the Stewardship and Special Events Manager and Development and Communications Coordinator; Works directly with marketing and communications department; Supports school leadership

Qualifications: Expertise or knowledge of all areas of fundraising and philanthropy with an emphasis on annual giving with proven track record of raising \$100,000 in annual giving, direct solicitation best practices, special event fund and friend raising, stewardship and database management; Proven track record with setting and meeting fundraising goals; Expertise in budgeting and developing annual strategic plans for a development department; Expertise building relationships with key stakeholders through advocacy groups and committee work; experience working in Raiser's Edge or similar; Excellent persuasive verbal and written communication skills; Expertise in Google Suite and/or Microsoft Office.

Position Summary: The Director of Development will work directly with the Director of Institutional Advancement to create and implement a strategic development plan, supporting the school's leaders as they work to cultivate and engage new supporters for Resurrection College Prep. The Director has expertise in most aspects of fundraising and experience managing development staff responsible for unrestricted giving, sponsorships, special event fund and friend-raising, parent relations and data integrity. The Director will also facilitate the scholarship awarding process, and work with the Director of Institutional Advancement to restructure the awarding process. The Director will oversee the development manager and coordinator ensuring they are meeting their annual goals.

Responsibilities:

- The Director will lead all aspects of the Annual Fund, including writing, design, production, segmentation and mailing. Understanding of best practices to build the non-donor and lapsed donors.
- The Director will lead the school's first Day of Giving utilizing peer to peer fundraising best practices

- Under the direction of the Director of Institutional Advancement and President set fundraising goals for the annual fund, financial aid and special events
- Partner with the marketing department to create donor communications and materials aligned with Resurrection's brand and voice
- Maintain the integrity of the school's constituent data
- Working with the marketing communications manager to ensure development information on the school website is accurate and donation functions are working
- Continue to improve the systems and processes in place to ensure development operations, including consistent donor record-keeping, codification of processes, and documentation of donor relationship history are in line with industry best practice
- Must be able to stand for long periods of time and be able to lift 30 lbs. at minimum
- Ability to work evenings and weekends as needed
- Other duties as assigned