

Providence High School is a diverse, mission-inspired community dedicated to preparing young people to thrive in a rapidly changing world. As an independent Catholic school in Burbank, California, we promote the common good and foster a culture of impact to fulfill our mission to be “steadfast in serving all, especially those who are poor and vulnerable.” Providence serves an ethnically diverse student population who live within 75 different zip codes.

Founded by the Sisters of Providence in 1955, Providence High School is the only school in the country that is part of a multi-state health care system. We are governed by an independent Board of Regents and accredited by the California Association of Independent Schools (CAIS), the Western Association of Schools and Colleges (WASC), and the Western Catholic Education Association (WCEA). Other memberships and affiliations include the National Association of Independent Schools, Independent School Management, SoCal People of Color in Independent Schools, California Teacher Development Collaborative, and Making Caring Common of the Harvard Graduate School of Education.

POSITION TITLE:	Director of Development and External Affairs
REPORTS TO:	Head of School
SUPERVISES:	Development Team
KEY INTERNAL PARTNERS:	Assistant Head of School, Director of Admissions & Enrollment Management, Director of Finance, Director of Marketing & Communications, Board of Regents
FLSA STATUS:	Full-time, Exempt
CLASSIFICATION	Staff – Leadership Team
PURPOSE OF THE POSITION:	The Director of Development and External Affairs (DoDEA) works in partnership with the Head of School, serves on the Leadership Team, liaises with the Board of Regents, and maintains responsibility for developing and implementing a comprehensive fundraising and external relations program to provide the financial resources necessary to support and extend the Providence High School mission and vision. As the leader of philanthropic activities, the DoDEA will advance key strategies and initiatives that impact the entire organization.
MAJOR RESPONSIBILITIES:	<ul style="list-style-type: none"> • Lead all fundraising efforts, working with Head of School, Development staff, Advancement Committee, and Board of Regents to develop effective strategies for a comprehensive fundraising program to ensure that the school raises sufficient funds to meet its annual operating budget, operating reserve, capital, endowment and financial aid needs • Provide leadership and coordination of philanthropy activities, galvanizing support from school leadership, board members, department chairs, program directors, and faculty and staff. • Develop and implement a comprehensive development plan for the school, including plans for annual, individual major and planned gifts, foundation, and corporate support, with a focus on major gifts

- Provide leadership and direct supervision which nurtures a high-performing, metric-driven, and creative organizational culture for the development staff
- Establish, maintain, and periodically evaluate all development policies, procedures, structures, communications, and documents in accordance with best practices.
- Help lead, in collaboration with Director of Marketing & Communications and Director of Admission & Enrollment Management, Providence High School marketing and communication efforts including publications, website, and social media
- Ensure effective stewardship practices for the timely and accurate acknowledgment of all gifts, including the planning and execution of donor recognition events with a focus on named and endowed scholarships
- Identify, cultivate, solicit, and steward donors to the school (with Board Members and Head of School); manage a portfolio of up to 50 major gift prospects
- Be the primary staff liaison to the Providence parent/guardian community, supporting the Parent Board, Mother's Guild, and Booster Club
- Represent the School to various constituencies in accord with the school's mission, vision, values, and plans
- Collaborate in preparing the annual department budget and manage the budget throughout the year
- Interface with Providence health system philanthropy including the South Division Philanthropy team and Providence Saint Joseph Medical Center Foundation.

MINIMUM QUALIFICATIONS:

SKILLS & EXPERIENCE:

- 5 to 7 years of progressively responsible fundraising experience and a proven record of successful cultivation, solicitation, and stewardship of major gift prospects and donors
- Record of successfully increasing a fundraising organization's performance, including execution of a successful capital campaign
- Department leadership experience with demonstrated success in leading and mentoring an effective development team
- Experience in independent, Catholic, secondary education preferred
- Commitment to professional growth and to creating a culture of continuous improvement in teams
- Comfort with and experience designing experiments to drive engagement and growth in contributed revenue
- Demonstrated experience creating or managing a successful planned giving program
- Demonstrated experience successfully partnering with a governing Board to implement and improve a comprehensive, successful fundraising program
- Exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff and all donors; ability to serve as a team player and institutional leader
- Marketing, communications, and public/external relations experience
- Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through
- Ability to inspire and motivate volunteers and staff
- Excellent verbal and written communication skills
- Political, analytical, and negotiation skills
- Sound judgment and superior problem-solving ability

- Integrity and fiscal accountability
- Must be willing and available to work evenings and weekends according to event-related scheduling
- Experience working with donor management and data management systems required

SALARY RANGE:

\$125,000 - \$215,000

TO SUBMIT AN APPLICATION:

Please click this link to upload your application, including the following documents::

- <https://providencehigh.formstack.com/forms/applicationdocs>
- Cover letter explaining both interest in and qualifications for the position.
- Resume or CV
- Names, e-mail addresses, and telephone numbers of at least three references. References should include at least two direct supervisors.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skill required of employees so classified.

Work Environment: At Providence High School, equity, inclusion, and social justice are core to our mission. We are proud to be an equal opportunity workplace and embrace difference for the benefit of our students, families, faculty, and staff. Our goal is to create a diverse learning community where every employee is known, cared for, supported, and retained. As such, Providence is committed to maintaining a responsive and inclusive workplace free of discrimination, harassment, violence, and any other abusive conduct. Mindful of our mission to be expressions of God's healing love, we employ and support people of any race, ancestry or national origin, gender, gender expression, gender identity, sex, sexual orientation, marital status, age, religion, disability, veteran or military status, citizenship, or any other applicable legally protected status with all the rights and privileges generally accorded or made available to all employees of the school.