



**BISHOP LYNCH
HIGH SCHOOL**

**Director of Development
Job Description
FLSA Status: Exempt**

MISSION

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

SUMMARY

The Director of Development is responsible for the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to form young men and women in a high school setting “who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints” (Miller 20).

SKILLS REQUIRED

Bishop Lynch is currently seeking a Director of Development to oversee our donor relations program and help manage our fundraising initiatives. The successful candidate will be responsible for developing the school's fundraising campaigns, communicating with current and prospective donors and building strong relationships. The Director of Development, a highly strategic philanthropic leader, will work closely with the Advancement Team to lead the annual planning process and assist the Chief Advancement Officer in identifying necessary initiatives and special projects consistent with the school's 5-year Strategic Plan. The Director of Development will report directly to the Chief Advancement Officer.

Qualified candidates will be able to perform the following duties at an exemplary level:

- Exemplify the core values of a Bishop Lynch faculty member: Faithful, Caring, Dedicated
- Exemplify a “team player” spirit with a positive and respectful attitude, a strong work ethic, and a supportive, energetic commitment
- Communicate clearly, concisely, and logically both in verbal and written communication.
- Demonstrate the qualities of compassion, poise, empathy, tact, and diplomacy
- Be flexible, adaptable, and able to discern among competing priorities, separating the essential from the non-essential
- Be open to new learning and growth



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JOB EXPECTATIONS

- Develop and implement the school's annual appeal, The Fund for BL.
- Establish metrics-driven donor relations activities and implement plans to raise funds for BL in a cost-effective and time-efficient manner.
- Continually build collaborative relationships with team members to effectively execute all advancement initiatives.
- Build and maintain successful relationships with donors, prospects and all internal school staff.
- Perform analysis and strategic consultation on major issues impacting the team.
- Explore professional development opportunities for Advancement Team members.
- Maintain a portfolio of donors and prospective donors whom you will stay in contact with to ensure their continuing relationship with you and the school.
- Be an active participant on the school's Office Leadership Team.
- Identify prospective individual donors and develop strategies to cultivate those relationships.
- Collaborate with staff on the management and planning of fundraising events and donor receptions.
- Develop print marketing collateral related to fundraising in collaboration with the Communications Office.
- Introduce and implement new fundraising programs as necessary (Parents of Alumni effort).
- Work with Enrollment Management and Financial Aid regarding scholarship management and support stewardship for annual scholarships and endowed funds.
- Make major gift solicitations to support annual, event, and campaign efforts.
- Tracking, analyzing, and reporting on fundraising progress for the advancement quadrant initiatives.

QUALIFICATIONS

- Bachelor's degree in Business Administration, Communications or related field with 5+ years' fundraising experience.
- Keen business sense demonstrated in both a professional and academic environment.
- A high level of interpersonal skills. Position continually requires demonstrated poise, tact and diplomacy; the ability to provide customer service with grace is a must.
- Interact and communicate with individuals at all levels of the organization. Must have excellent writing skills, great storytelling skills, and strong public speaking skills.
- Knowledge of a variety of computer software applications including word processing, spreadsheets, and databases.
- Continuous attention to detail, establishing priorities and meeting deadlines.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Must be able to discern among competing priorities.

Qualified candidates should email resume to resume@bishoplynch.org.