



Director of Giving & Donor Relations

Reports to: Vice President of Advancement

Classification: Exempt/ 1.0 FTE/ Year-Round

Job Summary

The Director of Giving and Donor Relations is a key member of La Salle's Advancement team, reporting to the Vice President for Advancement and Communications. This role focuses on building and sustaining meaningful, long-term relationships with donors by connecting their philanthropic interests to the mission, vision, and values of La Salle and demonstrating the lasting impact of their generosity.

Working collaboratively with the Vice President for Advancement and Communications, the Director leads donor engagement and stewardship efforts, manages a portfolio of leadership gift prospects, and oversees two signature fundraising initiatives that expand access to a La Salle education and strengthen lifelong community connections.

This role requires a blend of fundraising strategy, marketing, data analysis, and project management skills to drive revenue and donor participation.

Our Mission

Inspired by [St. John Baptist de La Salle](#), La Salle Catholic College Preparatory develops students of faith, service, and scholarship by providing a transformative education allowing students to realize their maximum potential and use their gifts to serve Christ and humankind.

La Salle optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life.

The La Salle Prep community inspires students to find their voice as global citizens, to put their faith into action, and to lead exceptional lives of integrity, honoring the God-given dignity of all.

Equity Statement

Guided by our Lasallian Catholic mission and core belief in God's presence in all things, La Salle Catholic College Preparatory commits to equity, inclusion, diversity, and justice. [View our full equity statement here.](#)

Signature Fundraising Events

Believe Benefit Dinner & Auction

- Lead the strategic planning, execution, and evaluation of La Salle's largest annual fundraising event, including timelines, budgets, and revenue goals.

LA SALLE

CATHOLIC COLLEGE PREPARATORY

- Identify, cultivate, and solicit corporate sponsors, major donors, and foundations for sponsorships, auction items, and ticket sales.
- Oversee all event logistics, including vendors, catering, A/V, and production, in collaboration with the Advancement Association/Event Coordinator
- Design a high-touch, mission-aligned donor experience that strengthens engagement and loyalty.
- Recruit, manage, and support a parent volunteer committee to maximize outreach, procurement, and guest experience.
- Develop compelling event messaging, donation appeals, and donor communications in partnership with the Marketing/Communications team.
- Manage event budget, progress reports, and vendor contracts.
- Lead post-event evaluations, and inform year-over-year improvements, and advance thoughtful donor stewardship to reinforce impact, gratitude, and long-term engagement.

Annual Day of Giving

- Strategically plan, launch, and manage a 24-hour, multi-channel fundraising campaign.
- Establish campaign themes, timelines, participation goals, and revenue targets.
- Execute coordinated marketing efforts across email, social media, web, and digital platforms.
- Manage crowdfunding tools, matching gifts, challenge campaigns, and real-time reporting.
- Collaborate with alumni relations, athletics, academics, and volunteer ambassadors to drive participation.
- Analyze results and prepare post-campaign reports on ROI, donor engagement, and metrics.

Giving & Donor Relations

- Identify, cultivate, solicit, and steward a portfolio of leadership gift prospects (\$1,000–\$5,000).
- Grow the major gifts pipeline through prospect research, qualification, and personalized engagement.
- Personally solicit donors and prospects for financial support.
- Maintain consistent donor communication through meetings, calls, email, events, and written correspondence.
- Identify opportunities for escalated giving, including campus development initiatives and planned giving.
- Represent the Advancement Office and Lasallian mission at events and external engagements.
- Assist with other Advancement responsibilities as needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position requires some evening and weekend engagements.

Minimum Education and/or Experience

- Associate or bachelor's degree preferred in business or related field.
- 3-5 years demonstrated experience in fundraising; non-profit event planning experience preferred (auction experience preferred)

Skills

- Ability to cooperate as a team member with other school colleagues and administration in an effort to meet key initiatives.
- Proven ability and confidence to solicit gifts and inspire philanthropic support.
- Strong relationship-building skills with donors, volunteers, corporate partners, and internal stakeholders.
- Results-oriented, self-motivated, and highly organized with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills, including donor appeals and event materials.
- Experience recruiting, training, and motivating volunteers.
- Proficiency with Microsoft Office and Google Workspace.
- Experience with CRM systems (Bloomerang preferred) and auction platforms (SchoolAuction or similar).
- Collaborative team player with a strong commitment to La Salle's mission and values.

Benefits

- Medical, Dental and Vision for employee and family at shared cost
- Flexible and Dependent Care spending accounts
- Short-Term Disability
- Group and Voluntary Life Insurance
- Retirement 403(b) plan
- Tuition Discount starting at 60% after one year of employment

Application Process

Please send your cover letter and resume to Melanie McCaffrey mmccaffrey@lsprep.org

Position open until filled.