



St. Joan Antida High School

Job Description

Title: Director of Development

Supervisor: President

Supervises: The Development Team Team: Events Coordinator, Grants & Database Coordinator

Status: Full Time 12- month exempt, Salary

Hours: 8:00 a.m.- 5:00 p.m.; evenings and weekends as needed

Purpose/Overview of the Director of Development:

As a member of the Leadership Team, the Director of Development will play a crucial role in advancing the school's mission by leading fundraising efforts and building relationships with donors, alumnae, and the community.

Working closely with the President, school staff, and Board of Directors, the Director of Development will set the direction of all areas of fundraising for the school. This role will establish/cultivate relationships with key constituent groups and will be responsible for new donor acquisition, donor renewal, grant and major gift solicitations. Through engagement of the Development Team, the Director of Development ensures that all development special events are managed and successfully executed, the volunteer and mentor program is grown and cultivated, and that all donor acknowledgements and records are accurately and maintained on a timely basis.

This job would be a great fit if:

- You think of your work as a calling and not just a job.
- You hold space in your heart for the mission and values of SJA.
- You are invested in providing growth opportunities for young women.
- You come to work ready to have fun, laugh, and grow with a strong team

Our History

Founded in faith, sponsored by Sisters. St. Joan Antida High School (SJA), sponsored by the Sisters of Charity of St. Joan Antida, was founded in 1954 and acts a successful springboard for more than 4,000 young women. SJA provides a student-centered, college and career-ready education to young women in grades 9-12. We are a Catholic, values-based organization with an

educational model focused on academic quality, personalized attention, and leadership development.

Our Mission

We engage. We embrace. We empower.

Simply, we are driven by a calling to serve young women seeking a spiritually enriching, supportive, and challenging educational experience that helps them find their voice and become leaders. It is our job to make sure that our students are well-prepared for a successful future that strengthens their relationship to their local and global communities. We know these young women can change the world.

Major Duties and Responsibilities

- **Leadership Team Participation:** Actively participate as a member of the school's leadership team, collaborating with colleagues to contribute to the overall strategic planning, decision-making, and operational effectiveness of St. Joan Antida High School. Provide input and insights from a development perspective to inform organizational priorities and initiatives.
- **Fundraising Strategy:** Develop and execute a comprehensive fundraising strategy aligned with the school's goals and priorities, including annual giving campaigns, major gifts, planned giving, corporate partnerships, and grants.
- **Donor Cultivation and Stewardship:** Build and maintain strong relationships with current and prospective donors, including individuals, foundations, corporations, and community organizations. Implement strategies to cultivate and engage donors at all giving levels.
- **Alumnae Relations:** Working with the Events Coordinator, foster a sense of connection and engagement with the school's alumnae, creating opportunities for their involvement and support through events, networking, and fundraising initiatives.
- **Board Engagement:** Collaborate with the Board of Directors, providing support and guidance on fundraising efforts and leveraging their networks and resources to advance development goals.
- **Grant Writing and Management:** Work with the Grants & Database Coordinator to identify grant opportunities and develop compelling grant proposals. Manage the grant application process, ensuring compliance with reporting requirements and maintaining positive relationships with funders.
- **Special Events:** Lead the Events Coordinator while collaborating with the Development team to plan and execute fundraising events, such as the annual gala, donor receptions, and alumnae gatherings, to generate philanthropic support and cultivate relationships.
- **Volunteer Management and Community Engagement:** Collaborate with the Events Coordinator to manage the process of recruiting, training, and supervising volunteers to support academic programs, fundraising activities and events.

- Database Management: Work with the Development Coordinator to maintain an accurate and up-to-date database of donors and volunteers, including giving history, contact data, and other relevant information.
- Communication and Marketing: Help develop fundraising collateral, newsletters, and other materials to effectively communicate the school's mission, impact, and fundraising priorities.
- Budgeting and Reporting: Develop and manage the development department's budget, tracking revenue and expenses. Provide regular reports on fundraising progress and outcomes to the President, Board of Directors, and other stakeholders.

Qualifications/Requirements

Required:

- Bachelor's degree in a related field
- Experience in fundraising, preferably in an educational or nonprofit setting
- Proven track record in successfully implementing fundraising strategies and meeting fundraising goals
- Strong relationship-building and communication skills, with the ability to engage and inspire diverse stakeholders
- Experience in major gift solicitation and donor stewardship
- Knowledge of grant writing and management processes
- Familiarity with fundraising software and donor management systems
- Ability to work collaboratively and strategically with a variety of internal and external stakeholders
- Excellent organizational and project management skills

For All Employees:

- Support and commit to the mission and vision of SJA.
- Contribute to discussions and ideas impacting the learning environment at SJA while maintaining professionalism and respect.
- Collaborate and communicate in an appropriate, timely, professional manner.
- Establish and model behaviors that promote high expectations for students, staff, and faculty.
- Model the importance of lifelong learning through a commitment to ongoing professional development.
- Develop, nurture, and maintain relationships that promote respect and success for all.
- Know, serve, and live in accordance with the teachings of the Catholic faith.
- Abide by all policies, procedures, and the employee handbook.
- Demonstrate stewardship in the use of material and financial resources.
- Perform other duties as assigned.

Working Environment:

- Ability to work some evenings and weekends as well as attend early morning meetings outside of regularly scheduled work hours.
- Assist with other administrative duties in school operations as needed.

- Must be able to tolerate noise.

Physical Demands:

- Must be able to lift up to 25 lbs.
- Must have correctable hearing and sight.
- Must be able to work independently.
- Must be able to work with all common office equipment.

Application Process:

To apply for the position of Director of Development at St. Joan Antida High School, please submit your resume to Rene Howard-Paez, president of SJA, at rhowardpaez@saintjoanantida.org. Applications will be reviewed on a rolling basis until the position is filled.

St. Joan Antida High School is an equal opportunity employer and welcomes candidates from all backgrounds. We celebrate diversity and are committed to creating an inclusive and supportive work environment.

Note: This job description is intended to convey essential information about the scope and requirements of the position. It is not intended to be an exhaustive list of qualifications, skills, responsibilities, or other job functions.