St. Joan Antida High School

Job Description

Title: Development Manager

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

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Purpose/Overview of the Development Manager:

The Development Manager plays a key role in advancing the mission of St. Joan Antida High School by supporting fundraising, donor engagement, alumnae relations, grant development, and special events. Working closely with the President and Development Team, the Development Manager will help strengthen philanthropic support while building meaningful relationships with donors, alumnae, foundations, and community partners.

Working closely with the President, school staff, and Board of Directors, the Development Manager 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 Development Manager 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

- Fundraising and Annual Giving: Support the development and execution of annual fundraising initiatives, donor appeals, stewardship activities, corporate partnerships, grants, and special campaigns that advance the mission and strategic priorities of the school.
- Donor Cultivation and Stewardship: Build and maintain meaningful relationships with current and prospective donors, alumnae, foundations, corporations, and community partners. Assist with donor engagement, recognition, stewardship, and solicitation efforts.
- Alumnae Relations: Partner with the Events Coordinator to strengthen alumnae engagement through events, networking opportunities, communications, volunteerism, and philanthropic initiatives.
- Board and Volunteer Support: Support the President and Board of Directors in fundraising activities by preparing materials, coordinating outreach efforts, and helping engage volunteers and community supporters.
- Grant Support and Management: Collaborate with the Grants & Database Coordinator to identify grant opportunities, prepare proposals and reports, maintain grant records, and ensure timely compliance with funder requirements.
- Special Events: Provide leadership and oversight for fundraising and engagement events, including the annual gala, donor receptions, alumnae gatherings, and other community-building activities.
- Community Engagement and Volunteer Management: Assist in recruiting, coordinating, and supporting volunteers who contribute to fundraising initiatives, school programs, and special events.
- Database and Donor Records Management: Ensure accurate donor records, gift processing, reporting, acknowledgements, and constituent information are maintained within the school's database systems.
- Communications and Marketing Support: Collaborate with school leadership and marketing partners to develop fundraising communications, donor impact stories,

newsletters, social media content, and other materials that communicate the mission and impact of St. Joan Antida High School.

- Reporting and Budget Support: Assist with tracking fundraising performance, event outcomes, donor engagement metrics, and departmental expenses. Prepare reports and updates for the President, Board of Directors, and other stakeholders as needed.

Growth Opportunity

- This position offers an opportunity for a high-performing professional to grow their leadership responsibilities over time. As the school's advancement efforts continue to expand, there may be opportunities for increased responsibility and advancement within the department.

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 Development Manager 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.