



Position: Chief Development Officer

Reports to: President

FLSA Status: Exempt

Location: TBD

Position Summary:

The Chief Development Officer (CDO) is responsible for further advancing the system by managing donor qualification, cultivation, solicitation, and stewardship of gifts greater than \$10,000. The CDO, while managing a list of roughly 125 prospective and current donors, is responsible for raising both restricted and unrestricted gifts for the annual fund, St. Mary's Springs Academy Foundation, and capital campaigns. In close partnership with the System President and Board of Directors, the CDO is responsible for enhancing the image of St. Mary's Springs Academy, communication of the mission and vision of the system, and developing the financial support necessary to ensure a strong vibrant future.

Essential Duties and Responsibilities:

- Manages a robust portfolio of approximately 125 current and prospective donors.
- Develop and execute strategies to continually identify, cultivate and solicit alumni, parents (past and current), and friends capable of making five to six figure gifts. This includes:
 - Working closely with the System President to identify donors who have capacity to make major gifts and to identify alignments with SMSA gifting platforms. These platforms include: annual fund giving, endowment giving (via the SMSA Foundation), capital campaigns, and special projects.
 - Devising and executing effective engagement, cultivation, solicitation and stewardship strategies.
 - Develop expertise and strategies inclusive of all gifting vehicles (i.e. planned giving, on-line gifting, etc.).
- Develop and implement donor events to support retention and gift increases and prospect events to secure new major gifts.
- Support the Special Events Coordinator on selecting and soliciting annual major sponsors of the System's primary fundraising events (Ledgerfest and Swing Fore Springs).
- Assist in the development of marketing strategies and platforms which aim to better educate, engage and entice prospective donors including collateral materials, SMSA website giving pages, planned-giving seminars/workshops, social media campaigns, e-communication strategies, and special events.
- Work collaboratively with the System President and Board of Directors to identify system needs and establish long-term fundraising and campaign strategies and timelines specifically focused on endowment growth, capital improvement campaigns (athletics, performing arts, etc.) and other fundraising activities.
- Work in partnership with the SMSA leadership to shape the mission and vision of the institution by serving as a member of the Leadership Team, engaging in development and forward progress of the strategic plan, and being actively engage in the school and broader community.

All personnel, regardless of position, must understand and support the philosophy and mission of St. Mary's Springs Academy. In addition employees must follow the Milwaukee Archdiocese Code of Personal and Ethical Conduct which includes, but is not limited to, maintaining the highest standards of personal and professional conduct in conformity with the Gospel and teaching of the Roman Catholic Church.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities deemed necessary by management.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

I have read and understand the information in the Chief Development Office job description. St. Mary's Springs Academy has the right to modify and change job descriptions, policies and procedures at any time that it deems appropriate. This job description does not change my status as an employee at will, unless I have a written employment agreement signed by the President of St. Mary's Springs Academy (the terms of which, and not this job description, shall govern).

Signature: _____

Date: _____