

**DePaul Catholic High School**  
**Wayne, New Jersey**

Available Position: Director of Development  
Contact Person: Joseph Tweed ([tweedj@dpchs.org](mailto:tweedj@dpchs.org))

**Job Description:**

DePaul Catholic High School seeks an entrepreneurial, collaborative, dynamic and innovative advancement professional to serve as its next Director of Development. Arriving on the heels of our 60th Anniversary and four years of continued growth in the school's annual fund, the new Director will have the opportunity to invest in and build on the existing philanthropic momentum of the school.

Located on the border of Passaic and Bergen Counties, DePaul Catholic is the oldest co-ed college preparatory school in Northern New Jersey. Forming young men and women of scholarship, faith and community for over 60 years. DePaul Catholic is rich in tradition with over 550 enrolled students and nearly 12,000 graduates.

The successful candidate is expected to have a Bachelor's degree (a Master's degree is preferred but not required) and three to five year experience that includes success in building relationships, securing substantial foundation, corporate and major gifts, consensus building, and the development of creative and innovative programs and strategies. The ideal candidate will have Director experience and possess excellent communications skills; computer literacy; fluency with Raiser's Edge; experience articulating mission, values, information, and compelling cases to multiple audiences.

The Director of Development will be responsible for coordinating the school's overall stewardship program. In this regard, the Director of Development will work closely with the Development Team, and when appropriate the Director of Admission, to assist with the school's marketing campaigns, public relations communications, and alumni relations. The Director of Development serves as a member of the Leadership Team and reports to the President of the school.