



DON BOSCO PREP

Director of Annual Giving

Don Bosco Prep, founded in 1915, is a private, Catholic college preparatory high school for boys. Administered by the Salesians of St. John Bosco, a religious order of priests and brothers, Don Bosco Prep is dedicated to empowering young men. The school provides rigorous academics at the AP, honors and college prep levels, and encourages participation in extracurricular activities, clubs and athletics. Located on a 35-acre campus in Ramsey, Bergen County, New Jersey, the school's 850 students are accepted to the finest colleges and universities in the country and go on to make significant contributions to their families, congregations and communities.

Description: Don Bosco Prep is seeking a dynamic and strategic fundraising professional to serve as a fulltime Director of Annual Giving. The director of Annual Giving will be a key member of the Office of Institutional Advancement at Don Bosco. Responsible for leading Don Bosco's annual giving efforts, the Director of Annual Giving will develop a detailed strategy to meet goals, based on best practices and in concert with Salesian culture. He or she will also seek to cultivate meaningful relationships throughout the school and local community, soliciting and stewarding donors from a variety of constituencies while working seamlessly with alumni, families and friends of the school. This position is responsible for efficient and persuasive communication across a variety of media and will also oversee effective data management aspects of annual giving.

The Director of Annual Giving will collaborate with the entire advancement team at Don Bosco and report directly to the Vice President for Institutional Advancement.

Responsibilities:

- Recognize and supports the Catholic and Salesian mission of the school; speaking, acting, and presenting Don Bosco Prep in a manner consistent with the teachings of the Catholic Church and the Salesian charism.
- Cultivate and develop relationships to identify, solicit, and recognize annual fund donors.
- Lead and execute Don Bosco's annual fund appeal, developing a comprehensive strategy to meet or exceed budgeted goals and increase donor participation rates.
- Develop and manage a student fundraising program.
- Create and support a network of class agents and liaise with existing volunteer fundraising groups, including parent associations and athletic boosters.
- Manage a portfolio of alumni, families and friends of Don Bosco Prep.
- Utilize Don Bosco Prep's Raiser's Edge database to develop assessment tools, reports, and other analytical tools to increase levels of annual giving.
- Support the work of other members of the Office of Institutional Advancement as well as the broader faculty and staff of Don Bosco Prep.

Qualifications:

- Bachelor's degree required, graduate degree a plus.
- At least three years of experience and increasing responsibility in fundraising or in sales/marketing.
- Knowledge of best practices in fundraising and conducting annual campaigns.
- Experience and facility using Raiser's Edge.
- Excellent interpersonal skills.
- Strong personal work ethic, self-motivated, results-oriented with the ability to organize and prioritize projects to meet deadlines and goals.
- Flexible with an ability to multitask.
- Skill in preparing written reports and presentations.
- Proficiency in Microsoft Office, particularly Excel, ability to use social media in marketing and communications. Adobe Creative Suite a plus.
- Willingness to participate in school activities and alumni events.
- Ability to travel locally and to work occasional evenings and weekend days.
- Values consistent the mission of a Catholic, Salesian institution.

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

APPLICATION DEADLINE: Applications will be considered on a rolling basis. A successful candidate will be expected to start work by October 30th, 2017.

TO APPLY: Applications for this position must be completed electronically via email (PDF or DOC). We will not accept paper applications. No phone calls please.

Please email a **resume** and a **cover letter** indicating how your skills, knowledge, and experience would make you a good fit for this position. Your cover letter should also and explain your motivation for applying for the position and include your **salary expectations**. **Applications received without a cover letter will not be considered.**

Noel S. Selegzi

Vice President for Institutional Advancement

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