



ST. CECILIA ACADEMY

Position: Director of Development, St. Cecilia Academy

PT/ FT: Full Time

School: St. Cecilia Academy

Level: Grades 9-12

Qualifications: Bachelor's degree with at least five years of progressively responsible experience in fundraising and development work, preferably in education or nonprofit work. Catholic school or parish/diocesan experience preferred. Candidates should also have strong ability using Raiser's Edge or similar donor databases and other fundraising technology.

Responsibilities:

The full-time Director of Development leads the Advancement Department and works closely with the Principal and the Director of Advancement to oversee and manage all aspects of St. Cecilia Academy's development program. The Director of Development must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for major and capital gifts, alumnae giving, annual fund, and planned giving. The Director of Development focuses on building key relationships with donors, alumnae, faculty and staff, parents, and volunteers, as well as community and corporate leaders. The ideal candidate must have excellent interpersonal and communication skills, both written and oral, and be goal and deadline-oriented with the ability to manage multiple tasks simultaneously.

St. Cecilia Academy is a private Catholic college-preparatory high school for young women, owned and administered by the Dominican Sisters of Nashville, TN since 1860. The school is located on the Dominican Campus, which is also home to Overbrook School (elementary) and Aquinas College. St. Cecilia Academy emphasizes academic excellence and strong community within a Christ-centered environment, preparing young women to meet the challenges of modern life and to contribute in a positive way to the society in which they live.

Start Date: June 1, 2019

Contact:

Mrs. Chris Caprioli
St. Cecilia Academy
4210 Harding Rd.
Nashville, TN 37205

Please submit resume and cover letter, summarizing related fundraising experience and stating why you would like to be considered for this position.

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Edited 2/3/19