

DIRECTOR OF DEVELOPMENT

Rosary High School is seeking a highly qualified Director of Development to meet the fundraising goals of the school. The Director of Development will report directly to the Director of Institutional Advancement as an integral member of the Advancement Team. The Director of Development will be responsible for all activities related to fundraising including but not limited to the annual fund and capital campaign. The ideal candidate will have strong written and verbal communication, interpersonal, and organizational skills. Demonstrated teamwork, initiative, enthusiasm, creativity and the ability to reach out to prospective donors a must.

PRIMARY RESPONSIBILITIES

1. Develop and reach fundraising goals for the annual appeal, capital campaign, scholarship drives, and various other events
2. Plan and host fundraising events
3. Seek out and develop relationships with prospective donors
4. Research and write grant proposals
5. Compile statistics, prepare reports, and communicate data and trends to the Director of Institutional Advancement
6. Maintain, track, and report Development budget
7. Assist with other duties as assigned

QUALIFICATIONS

1. A minimum of a BA or BS degree
2. A minimum of 3-5 years of fundraising experience
3. Non-profit experience a plus
4. Event planning experience a plus
5. Proven experience in fundraising and donor relationship building
6. Excellent written, oral, organizational and interpersonal skills
7. Strong ability to work on a team, as well as, be a leader
8. Strong ability to multi-task and work in a fast paced environment
9. Proficient in Microsoft Office, particularly Microsoft Excel and Word and donor software
10. Able to fully understand and believe in the Mission, Goals and Philosophy of Rosary High School
11. Willingness to work some evenings and weekends

WORKING CONDITIONS

1. Salary dependant of experience
2. Fully benefitted position – Health and Life insurance, sick/personal days, vacation, matching 403b (matching option after first year)
3. 12 month position
4. 40 hours per week. 7:30am – 4:00pm
5. Additional evening and weekend hours may be required

HOW TO APPLY

1. Email a cover letter and resume to agilla@rosaryhs.com