

SAINT BEDE ABBEY AND ACADEMY

Associate Director of Development

Saint Bede is seeking an energetic, goal oriented, self-motivated individual who demonstrates accountability, initiative and creativity while working in a collaborative team setting to join our Development Department. The ideal candidate is resourceful with superior interpersonal, relationship-building, written, and organizational skills.

The Associate Director of Development will be responsible for donor engagement and gifts, relationship building, output of communications and event support that ultimately strengthens and enhances alumni and constituent loyalty for Saint Bede.

Qualifications

- Bachelor's Degree preferred in Business, Sales, Marketing or Public Relations
- Three to five years of proven/documentated results in development and/or relationship building and solicitation experience.
- Ability to collaborate in a team setting.
- Superior oral and written communication skills.
- Proven ability to motivate and empower team members to achieve priorities and fundraising goals.
- Professional and poised demeanor and ability to exercise discretion and diplomacy
- Willing to train an individual who exhibits strong potential.
- Strong computer skills including but not limited to: Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher)
- Experience with fundraising software such as Blackbaud and Greater Giving a plus.
- Ability to work evenings and weekends as required.
- Possess a valid driver's license.

Skills

- Able to manage and co-ordinate multiple projects simultaneously while consistently meeting deadlines.
- Ability to work independently as well as effectively contributing to team goals and efforts.
- Superior organizational, analytical, writing and leadership skills with an ability to focus on detail.
- Strong problem solving skills with the ability to exercise independent judgment and initiative.
- Experience with budgets, cost efficiencies and outside vendors
- Knowledge of and experience with social networking applications

Responsibilities

- Be a driving force behind strategies and efforts focused on engaging the Saint Bede community and increasing donor base and Development Department revenues.
- Directly solicit and close gifts from donors and maintain relationships through mail, email, phone, and in-person contacts on behalf of Saint Bede.
- Identify, engage and cultivate alumni and friends of Saint Bede.
- In partnership with the Manager of Auction/Special Events, plan and implement key development events to reach fundraising goals.
- Maintain and enhance matching gift opportunities by identifying and managing alumni and friends corporate agents to increase annual matching gift dollars raised for all areas of development
- Plan, produce and disseminate communications to Saint Bede's giving community.
- Provide prompt review, follow-up and communication to all inquiries made or directed to the Development department.

Interested candidates may submit a letter of interest and resume to Dr. Ted Struck at struck@st-bede.com and can also apply online at www.st-bede.com