



Bishop Manogue Catholic High School

EDUCATING THROUGH FAITH, LEADERSHIP, KNOWLEDGE, AND COMPASSIONSM

Job Description:	Director of Development and Engagement
Reports to:	President
Direct Reports to this Position:	Special Events, Alumni Engagement, Development Assistant
Works Closely With:	President, Director of Communications, Controller, Administrative Leadership Team

General Overview of the Position

The Development Director is responsible for creating a vision, direction and a comprehensive rolling five year plan to advance the mission of Bishop Manogue Catholic High School and provide for the annual funding targets for the various initiatives as described in the annual budget. The Development Director works with the President to formulate, plan and implement programs, projects and events to stimulate and maintain interest in and funding for the mission of the school. These accountabilities require professional communications and relationship building skills with current families, long time benefactors and donors, foundations and community groups. It also requires time spent in educating and building relationships with faculty and staff, donors, alumni, community partners, and the members of the Board of Directors.

Responsibilities include but are not limited to

- Prepare with the input and assistance of the President a 5 year comprehensive development plan that includes an annual appeal, major fundraising events each year, an initiative to engage and sustain major donors, a planned giving or legacy giving program and when appropriate a major capital campaign.
- Identify and cultivate new donors annually to support the various fundraising initiatives and focal points to include but not limited to tuition assistance, capital needs, scholarship funding, athletics and activities, debt reduction, and academic program support.
- Initiate ongoing alumni contact to identify and cultivate new donors.
- Manage and provide oversight, meet budget goals and objectives for all sponsored fundraising events. Work with the communications office to oversee the creation of

marketing materials to assist in the sale of advertising packages to support such events and programs and provide regular reports to inform and educate the Board and the community.

- Coordinate all major gift initiatives and planned giving or legacy giving programs to achieve the Development short and long term targets.
- With the President, establish methods to engage prospects in the identification and solicitation of major gifts and financial support for initiatives.
- Research and initiate a program and maintain a regular pattern of solicitation for the purpose of obtaining funds through grant writing and relationships with foundations that support Catholic secondary schools.
- Work with the President and the Director of Finance to develop an annual Development Budget.
- Work with the President to establish annual strategic goals and objectives for the school as a whole and for the position of Development Director specifically.
- Provide opportunities for faculty, staff and professional employees to participate in events and initiatives to further advance the mission of the school.
- Supports BMCHS in community engagement and partnership efforts including representing BMCHS at community events.
- Oversee development office personnel, providing feedback, annual evaluation, and recommendation to the President for hiring, retention, or turnover.

Professional Skills and Expectations

- The Development Director is a consummate professional who exercises professional leadership qualities and mentors, educates and nurtures the development of those qualities in the people that they work with most closely.
- The Development Director should implement all BMCHS policies, including completing and returning requests for information by the Bishop, Chairman of the Board, the President and others as expeditiously as possible.
- Superior interpersonal skills, excellent written and oral communication skills
- Excellent organizational skills, must be a detail oriented, efficient multi-tasker
- Must be self-motivated, have high energy and a sense of urgency
- Professional at all times, must be able to maintain confidentiality at all times
- Willing and able to work evenings and weekends to attend all meetings & events
- Significant database management skills

Required

- Minimum of five years of development or fundraising experience with a progressive track record of success
- Experience soliciting major gifts of \$20,000 or more
- Experience developing and implementing annual giving, major gift, planned giving grants, and public relations programs
- Experience writing grants
- Experience making effective presentations before groups
- Bachelor's degree

Preferred

- Practicing Catholic strongly preferred