

Institution: Benedictine Order of Cleveland
Job Title: Director of Development and Special Events
Department: Advancement
Reports To: Vice-President of Advancement
Job Type: Full-Time; Exempt employee



*Developing young men in mind, body and spirit
to become the future leader of their family,
businesses and communities.*

Summary: The Director of Development and Special Events reports to the Vice-President of Advancement and is responsible for initiating and providing oversight on all Advancement special events, the Business Development of individual, foundation and corporate support, grant writing management, analysis, prospecting, and project & operation management for both Benedictine High School and Saint Andrew Abbey.

Primary Responsibilities:

- Coordinates all aspects for all special events (Benedictine High School and Saint Andrew Abbey) which includes working closely with vendors, providing on-site management for volunteers and staff, event operations and execution, mailings, budgeting, post-event follow-up and reporting, etc.
- Solicit Corporate and Individual support through Business Development by actively seeking out new sponsorship and major gift opportunities. Develop and execute new business based on prospecting, analysis, and research.
- Establish and execute identification, cultivation, solicitation, and stewardship activities for the school and abbey; plan gift strategies in conjunction with all advancement staff members. Regularly review achievement toward completion of goals.
- Identify a fiscal calendar for both Benedictine High School and St. Andrew Abbey with timeframes and deadlines specific to event management, mailings, reports, solicitation goals, etc.
- Focus on effective communication and solicitation activities within specific market segments identified as having potential for the greatest growth for Benedictine High School and St. Andrew Abbey. Cultivate corporate and organization relationships that align with the Benedictine Order of Cleveland's mission.
- Create fundraising and budget reports for Vice-President of Advancement, as well as other members of the department and the school's administration.
- Enhance the school's grant writing program and execution of proposals throughout the cycle. Establish the ability to identify like-minded organization, foundation, and individual philanthropists.
- All other duties assigned from the Vice President of Advancement

Preferred Qualifications:

- Bachelor's degree with proven knowledge/experience in project management, as well as operating events within a school or non-profit organization (5+ years preferred)
- Proficiency in Microsoft Office and development database usage (Raiser's Edge)
- Strong written and verbal communication skills
- Highly motivated self-starter with proven Leadership skills
- Goal driven with excellent time management and organizational skills
- Works collaboratively with staff, volunteers, and Benedictine Order of Cleveland stakeholders