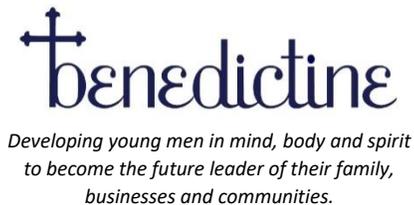


Institution: Benedictine High School
Job Title: Assistant Director of Development & Special Events
Department: Advancement
Reports To: Director of Development
Job Type: Full-Time; Exempt employee



Summary: The Assistant Director of Development & Special Events is responsible for initiating and providing oversight on all Advancement special events, assistance with the Annual Fund, project management, research and prospecting, database operations, and portfolio management for Benedictine High School and St. 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.
- Assists with the solicitation of 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 with an assigned donor portfolio. Regularly review achievement toward completion of goals.
- Manage internal operations specific to special reports, research, prospect segmentation, data analysis, etc.
- Create fundraising and budget reports for Vice-President of Advancement, as well as other members of the department and the school's administration.
- All other duties assigned from the Director of Development & 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 (3+ years preferred)
- Entrepreneurial, innovative, and proven success in sales/operations/project management roles
- 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

Please e-mail cover letter, resume, and three professional references to the attention of Mr. Chris Lorber, Vice President of Advancement, at lorber@cbhs.edu by Friday, May 12.