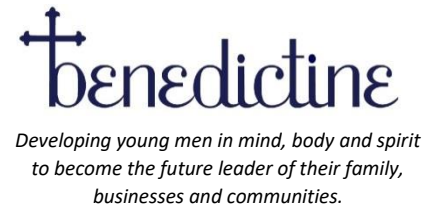


Institution: Benedictine High School
Job Title: Director of Development
Department: Advancement
Reports To: Chief Operating Officer
Job Type: Full-Time; Exempt employee



Summary: The Director of Development reports to the Chief Operating Officer and is responsible for initiating and providing oversight on the Annual Fund, Portfolio Management, the Business Development of individual, foundation and corporate support, event coordination, grant writing management, analysis, and prospecting management for both Benedictine High School and Saint Andrew Abbey.

Primary Responsibilities:

- Manage the Annual Fund specific to calendar orchestration, analysis, appeal writing and design, segmentation, and reunion year giving.
- 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; plan gift strategies in conjunction with all advancement staff members with an assigned donor portfolio. Regularly review achievement toward completion of goals.
- Identify a fiscal calendar timeframes and deadlines specific to event management to include partnership with vendors, project management, reporting, and budgeting.
- Focus on effective communication and solicitation activities within specific market segments identified as having potential for the greatest growth. Cultivate corporate and organization relationships that align with the mission.
- Create fundraising and budget reports for the Chief Operating Officer, as well as other members of the department and the school's leadership.
- 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 sales and project management for a school or non-profit organization (5+ years preferred)
- Entrepreneurial, innovative, and proven success in sales/operations
- 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

Please e-mail cover letter, resume, and three professional references to jobs@cbhs.edu