



CRISTO REY

ST. MARTIN COLLEGE PREP

DIRECTOR OF DEVELOPMENT

(1 FTE) Reports to: President

The Development Director is responsible for the day-to-day operations of the Development department, which currently includes three full-time direct reports and one part-time contract worker. Annual fundraising needs for the school include \$2M+ to cover annual operating costs plus additional capital campaign and/or programming fundraising as approved by the Board of Trustees.

Specific responsibilities include:

- Serve as a key member of the school's leadership team, creating and implementing school policies and procedures through close working relationships with the president, Principal and Work Study Director.
- Work closely with the Corporate Work Study Director to create programs that leverage work and donor relationships to maximize the benefits of jobs and donations to the school. Seek opportunities for "cross-selling" individuals and organizations.
- Manage the Development Office team and flow of development office activity.
- Serve as the President's delegate for all Development Committee meetings of the Board of Trustees.
- Cultivate relationships and solicit funds from major gift prospects.
- Develop and implement specific campaigns and goals as needed.
- Together with the Assistant Director of Development, manage all events, including the annual Founders Dinner, Elevate, SMAC events and any small receptions held during the year at the homes/businesses of trustees and supporters. Events include developing agendas, speaker selection and preparation, preparing student speakers and all other logistical arrangements. New events may be added in the future.
- Coordinate the annual appeals, or delegate to a Development team member.
- Coordinate all calling efforts, or delegate to a Development team member, including calls for the annual Thank-a-Thon.
- Work with Student Ambassadors to ensure student representation at events and for guest visits to school. Provide training to students as needed.
- Oversee all grant writing efforts to raise funds from foundations and ensure the timely filing of reports to foundations that support the school.
- Oversee the design of all school marketing materials, ensuring that all communications and all marketing materials from every department in the school (CWSP, Academic, Admissions,

Athletics, Campus Ministry, and Development) are consistent and of high quality. Delegating the management of these materials to the Communications Manager as you see fit.

- Responsible for the content and look of the school's website, Facebook page, LinkedIn, Twitter, Instagram, YouTube and other social media accounts, delegating management of the site to the Communications Manager as you see fit.
- Coordinate, together with the Communications Manager, the production of the monthly e-newsletter, blog posts, tweets, etc. including editing all prior to distribution.
- Draft and manage the production of the school's annual report, or delegate to a Development team member.
- Together with the Communications Manager, manage all public relations, including press releases, efforts to get publicity through all media.
- Support the volunteer St. Martin's Advisory Council (SMAC).
- Manage the flow of all thank you notes/calls to donors and other expressions of gratitude.
- Coordinate contact between scholarship donors and student recipients, including thank you notes from students to donors.
- Manage the donor database, ensuring that information on each contact is up-to-date.
- Prepare reports on fundraising progress for the Board of Trustees. Attend board meetings at the President's request.
- Attend all meetings of the Development Committee of the Board of Trustees. Delegate or attend all meetings for Capital Campaign Committee, Jobs Committee, SMAC, event committees and other groups related to development efforts. Prepare agendas accordingly.
- Coordinate cultivation of alumni, together with the Director of Alumni Support.
- Perform other tasks as assigned by the President.

The ideal candidate will:

- have a passion for the CRSM mission
- be participative in school events such as masses, service days, assemblies, etc.
- be willing to be a faith leader within the school community
- possess excellent social and organizational skills
- serve as a high profile representative of the school in public settings
- be creative and entrepreneurial
- be willing to commit to seeing through a capital campaign to its end

Salary in the \$90,000 – 95,000 range based on applicable experience. Submit resumes to Preston Kendall, President at pk@cristoreystmartin.org.