



Director of Development Job Description

TITLE: Director of Development

REPORTS TO: Principal

FLSA STATUS: Full-Time, Contractual, Exempt

Position Summary:

The Director of Development is a member of the administrative team and will advance the mission and strategic plan of Burlington Catholic School by sustaining a strong culture of philanthropy and a history of increasing contributed revenue. The Director will collaborate with the Board of Directors, the Principal and other department heads at Burlington Catholic School to support fundraising that sustains school operations and positions it for resilience.

The Director of Development manages a substantial portfolio of active donors and prospective donors for purposes of identifying, qualifying, cultivating, soliciting, and closing gifts, as well as stewarding and retaining donors.

Essential Job Functions:

- Create and direct a written development plan
- Provide leadership, planning, management and evaluation for the development program to ensure budget and advancement goals are met
- Engage with prospects and donors, and assist the Principal and key volunteers in direct engagement
- Devise, execute, and carefully monitor a strategy to cultivate and retain donors (i.e. alumni, parents of alumni, current parents, grandparents, and friends) with the ultimate goal of increasing both the amount of money raised as well as the number of donors for Burlington Catholic School.
- Identify and engage prospective donors with leadership potential to grow the culture of philanthropy
- Lead the Development Committee including identifying, recruiting, and training new volunteers; empower volunteers to increase support for the school
- Initiate grant writing activities by researching foundations that match potential projects, establishing relationships with possible funders, writing and submitting grant proposals, and preparing follow-up report
- Coordinate and manage selected special events and fundraisers that may include an annual auction, donor cultivation programs, and raffles
- Work collaboratively and creatively to integrate messages in publications (i.e., the annual report and alumni news) as well as all other print/digital materials
- Manage and balance competing priorities, complex/confidential situations and tight deadlines in a fast-paced environment
- Demonstrate continued professional development
- Work in conjunction with the Principal, Business Manager, and Marketing team to supervise the Blue Jean Ball Committee
- Work closely with the Business Manager to ensure accurate reconciliation of donations with accounting records
- Monitor the Development budget



- Create and oversee the donor database
- Provide regular reports to the Burlington Catholic School Board of Directors and Finance Committee

Knowledge and Skills:

- Demonstrate servant leadership as a genuine, invested and flexible team player with excellent communication and consensus-building skills and excellent customer service
- Ability to communicate effectively and professionally, both verbally and in writing, with a variety of constituents
- Knowledge of and adherence to ethical standards of the fundraising profession
- Understanding of the teaching of the Catholic faith and Catholic school operations
- Proficient in Microsoft Office, Google Applications, and / or database management
- Demonstrated experience in project and team management
- Understanding of financial reporting processes and requirements
- Ability to motivate and supervise personnel and volunteers
- Ability to analyze data related to development efforts
- Ability to establish relationships with community leadership

Education and Work Experience:

- Bachelor's degree in a related field is preferred
- Three to five years of development, sales and / or related experience preferred

Working Conditions:

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate. Limited travel may be required.

Physical Effort:

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Employee Signature

Date

Principal Signature

Date