



Office of the Principal
1363 Cordova Street
Pasadena, CA 91106
resume_dev@stphiliptheapostle.org

Job Announcement
April 2, 2019

DIRECTOR OF DEVELOPMENT

Deadline for Submission of Applications

Applications are being accepted immediately. This position is open until filled.

The Position – Representative Duties

Under the direction of the Principal, the Director of Development is responsible for the planning, development and implementation of strategies to increase philanthropic support to St. Philip the Apostle School. This position also provides administrative and database management support to the department in the areas of constituency management, gift reporting, prospect identification, cultivation, solicitation, donor recognition and tracking. The Director serves as the manager for all special initiatives/events and fundraising campaigns that may include parents, alumni, foundations and friends of St. Philip.

1. Creates the annual Development Plan that establishes qualitative and quantitative goals in order to increase giving to St. Philip the Apostle School; specifically leadership giving (\$2,500+). Reports progress and provides assessment and analysis on a regular basis.
2. Develops and implements sophisticated plans and strategies to increase overall giving to the Blessed are the Children (annual giving campaign) from all constituents through direct mail, phone-a-thons, e-solicitations, and personal visits.
3. Serves as liaison for all special initiatives and fundraising campaigns for the school. This includes specialized efforts sponsored by the PTO and challenge grants (foundations and individuals).
4. Develops and implements a plan for expanding the school's foundation outreach. This includes the preparation and submission of fundraising/grant writing proposals in support of key priorities for the school, as well as overseeing the timely submission of progress reports to current funders.
5. Develops and implements a comprehensive planned giving program that engages current and prospective donors on the importance and advantages of long term philanthropic planning.
6. Manages stewardship program that includes oversight and contact with donors and supporters of St. Philip; especially at the leadership and major gift levels. Collaborates with colleagues and volunteers to plan and execute donor cultivation and recognition events.
7. Serves on and supports the following School Board committees; Development, Public Relations, Advancement and Blessed are the Children.
8. Assists with writing and reviewing promotional/marketing materials including but not limited to the annual report, admissions booklets, new stories (print/digital) and other related items.

9. Oversees the accurate processing and coding of all gift receipts and acknowledgments per department policy. Reconciles all records with the Business Office. Tracks outstanding annual and campaign pledges and monitors pledge payment activity and reminders.
10. Works closely with the Registrar's Office to ensure that all student family information is accurate and up-to-date on new and existing families enrolled in the School. Works with the Registrar's Office and the Business Office to ensure uniformity and consistency of data across the departments.
11. Manages the department budget; including revenue forecasting.
12. Performs other duties as assigned.

Minimum Education and Experience Preferred

Qualified candidates should have a combination of education and experience equivalent to the following:

- Bachelor's degree
- Minimum of five (5) years of experience in advancement, development, public relations, event management or related field

Required Knowledge, Skills and Abilities

- An appreciation for St. Philip the Apostle School's Catholic values and mission; including history, goals, and vision.
- A proven track record in scholastic fundraising
- Ability to work and engage productively with volunteers, donors, alumni, students, and other departments within the school
- Strong working knowledge of fundraising software platforms such as Raiser's Edge and Greater Giving
- Proficient user of Microsoft Office programs, especially MS Word, Excel, and Outlook
- Conscientious in execution of duties with a strong attention to detail
- Strong organizational, research, administrative, and time management skills
- Ability to effectively lead and manage staff and volunteers
- Strong communication skills, both written and oral
- Ability to maintain confidential office information, including donors, contributions, and all constituent information
- Commitment to continued professional growth and development in order to maintain and upgrade relevant knowledge, skills, and abilities

Salary and Benefits

This is a salaried position (exempt from overtime) and the salary will be commensurate with experience. St. Philip the Apostle School employees are offered a benefits program including medical, dental and vision coverages from the Archdiocese of Los Angeles.

Application Process:

Qualified applicants should submit the following documents to resume_dev@stphiliptheapostle.org:

- Current resume
- Cover letter addressing the duties and qualifications of the position
- Letters of Recommendation (2)

About St. Philip the Apostle School

Founded in 1927, St. Philip the Apostle School provides an academically rigorous, Catholic education to boys and girls in grades TK-8. With a student body of 560 students, St. Philip is one of only a handful of dual-class schools in the Archdiocese of Los Angeles. As the teaching ministry of St. Philip the Apostle Parish, the school seeks to serve parish families and the local community.

Equal Employment Opportunity

St. Philip the Apostle School is an equal opportunity employer. Applicants for employment are considered without regard to race, color, national origin or ancestry, gender, age, marital status, physical or mental disability, or genetic information, or other basis protected by law for employment in a Catholic school. Applicants who need an accommodation in order to participate in the recruitment and hiring process should contact the Principal in order to discuss reasonable accommodation.