



Office of Human Resources
10210 Oakdale Ave.
Chatsworth, CA 91311
(818) 366-9284

Job Announcement
October 27, 2022

DIRECTOR OF DEVELOPMENT, MAJOR GIVING

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 Vice President of Institutional Advancement, the Director of Development, Major Giving is responsible for the planning, development, and implementation of strategies to increase major and leadership giving support (\$5,000 and more) to Chaminade. This position oversees two staff positions – database manager and advancement events manager – and provides administrative and database management oversight to the department in the areas of constituency management, gift reporting, prospect management donor recognition and tracking. The Director also manages the stewardship program for major donors, planned giving program and foundation outreach.

1. Supports the philosophy, principles, and characteristics of Marianist education. Assists in assuring quality services to students, faculty, staff, parents, outside organizations, and the community. Creates an annual Advancement Plan that establishes qualitative and quantitative goals in order to increase major and leadership giving to the Chaminade Fund and capital campaign; Provides progress reports and assessment and analysis on a regular basis.
2. Identifies, cultivates, personally solicits and stewards prospects for leadership level gifts (\$5,000+) and major gifts (\$10,000) from alumni, parents, parents of alumni, employees and friends of Chaminade.
3. Oversees the development and management of leadership/major gift portfolios for the President, Vice President, Director of Development – Parent Giving, and Director of Development, Alumni Engagement; in addition to managing their own portfolio of prospects.
4. Develops and implements sophisticated plans and strategies to increase overall participation in the Chaminade Fund through direct mail, phone-a-thons, e-solicitations, personal visits, and face to face solicitations. Writes and coordinates appeals to various constituencies. Collaborates with colleagues on the implementation of the annual signature fundraising event by coordinating and soliciting sponsorships.
5. Coordinates all aspects of the annual faculty/staff campaign. Collaborates with colleagues on each campus to assist with efforts to increase participation and support to the Chaminade Fund.
6. Develops and implements a plan for expanding the school's foundation outreach. This includes the preparation and submission of grant proposals in support of key priorities for the school, as well as overseeing the timely submission of progress reports and grant proposals to current funders.
7. Assists the Vice President with the implementation of the fundraising plan for the school's capital campaign.
8. Develops and implements a comprehensive planned giving program that engages current and prospective donors on the importance and advantages of long term philanthropic planning.



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9. Manages stewardship program to recognize donors to Chaminade, especially at the leadership and major gift levels. Conducts research on potential donors and prepares fundraising prospect profiles. Collaborates with colleagues to plan and execute donor cultivation and recognition events and initiatives.
 10. Monitors continuous and dynamic donor upgrade program and works closely with Vice President to identify prospects and to develop strategies for increasing giving levels of major donors.
 11. Oversees and manages two staff members within the department - the database manager and advancement events manager.
 12. Coordinates the maintenance of the advancement database to ensure all gift information is accurate and up-to-date. Develops and maintains policy for database management to ensure consistency. Ensures updates to the system by coordinating database upgrades with software vendor and is responsible for keeping current with all system updates and training. Provides statistical data to assist in monitoring fundraising activities.
 13. 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. Reports activity to the Vice President and appropriate managers.
 14. Assists the Vice President and Department Managers in the implementation of special events and Advancement committee meetings.
 15. Under the direction of the Vice President, oversees the workflow and training of the department staff in the area of database operations and advancement services.
 16. Perform other duties as assigned.

Minimum Education and Experience Preferred

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

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

Other Desirable Qualifications:

- Familiarity with Chaminade community and constituents
- Experience with Raiser's Edge strongly preferred

Required Knowledge, Skills and Abilities

1. Passion for Chaminade's mission.
2. Conscientious in execution of duties with a strong attention to detail.
3. Proficient user of Microsoft Office programs, especially MS Word, Excel, and Outlook.
4. Knowledge of and ability to maintain an information database.
5. Strong organizational, research, administrative, and time management skills.



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6. Ability to effectively lead and manage staff and volunteers.
7. Strong communication skills, both written and oral.
8. Strong office skills used in daily correspondence and publications, including spelling, punctuation and grammatical skills, and the ability to proof and edit work.
9. Maintains a results-oriented mindset to effectively work with staff and constituents at all levels.
10. Ability to influence and engage a wide range of constituents and build long-term relationships.
11. Ability to work and engage productively with volunteers, donors, alumni, students, and other departments within the school.
12. Ability to work both independently without close oversight, but also as a member of a team.
13. Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner.
14. Ability to maintain confidential office information, including donors, contributions, and all constituent information.
15. Ability to assume responsibility without direct supervision, exercise initiative and judgment; to prioritize and organize workload to complete assignments in a timely manner, and to make decisions within the scope of assigned authority.
16. 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/exempt from overtime position. The salary for this position will be commensurate with experience. Chaminade employees enjoy a competitive employee benefits program including medical, dental and vision coverages, life insurance, long-term disability insurance, flexible spending accounts, retirement plan contribution, and voluntary supplemental life insurance and long-term care coverages.

Application Process:

Chaminade has implemented a 100% online application system. Interested applicants can apply online through our employment webpage at: www.chaminade.org/employment.

Applicants will be asked to upload a resume and cover letter.

Any applicant who needs help or needs an accommodation in order to apply for any position should contact the human resources office at (818) 366-9284 ext. 240 or email dvoogt@chaminade.org.

About Chaminade

Chaminade is an independent co-educational Catholic school in the Marianist tradition serving a diverse student body in grades 6-12 across two beautiful campuses in the San Fernando Valley area of Los Angeles. We are a mission-centered community with an unwavering commitment to growing one's faith, serving others, and ensuring the success and well-being of every student and employee.

Chaminade sets the standard for Catholic college preparatory excellence with a rigorous, relevant, and innovative academic curriculum and extensive extracurricular offerings.



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Our Mission:

We inspire young people to love, learn, and lead through our Catholic and Marianist traditions of a living faith, academic excellence, and moral responsibility.

Our Vision:

Chaminade College Preparatory graduates are prepared, inspired, and equipped to:

- Share God's love by caring for others and seeking justice and peace.
- Learn, adapt, and grow with the world around them.
- Become servant leaders and positive contributors to society.

The Characteristics of Marianist Education

Chaminade's mission and culture are deeply rooted in the five Characteristics of Marianist Education which are:

- Educating for Formation in Faith
- Providing an Integral Quality Education
- Educating in Family Spirit
- Educating for Service, Justice, and Peace and the Integrity of Creation
- Educating for Adaptation and Change

Chaminade's Commitment to Diversity

Chaminade College Preparatory is committed to the principles of diversity, equity, and inclusion and the value that a rich and diverse community brings to our school. Our employee culture is deeply rooted in our Catholic faith and the five Characteristics of Marianist Education. Our Catholic Marianist tradition is lived on our campuses every day, and is evident in our Chaminade Family Spirit where each of our faculty and staff is valued for their unique and varied gifts and talents. Chaminade's faculty, staff, and administration come from all faiths, ethnicities, races, genders, and socioeconomic backgrounds and we are stronger for it.

For more information about Chaminade, visit our website at: www.chaminade.org

Equal Employment Opportunity

Chaminade College Preparatory 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 human resources department in order to discuss reasonable accommodation.