



Director of Development (Part-time)

Our Lady of Perpetual Help School is seeking a part-time Director of Development. The position reports to the principal and works closely with the Board and school staff. This position is responsible for planning, managing, executing fundraising programs and communications in an effort to provide sufficient resources to ensure the school can achieve its mission. This person will be expected to develop relationships with individuals, corporations and all other potential funders on behalf of the school and must be proficient at telling compelling stories about the school, the students we serve and the importance of Catholic education.

Responsibilities:

1. Develop and implement overall annual fundraising plan, including fundraising goals, timelines, and targets for proposals, appeals, and campaigns. Manage fundraising activities and metrics to ensure that fundraising goals are being achieved. This includes, but is not limited to: prospect identification and research, cultivation, solicitation, gift processing, acknowledgments, and stewardship.
2. Plan, manage and implement annual giving, major gifts, and events. Solicit donors to acquire scholarship funds through SPE programs (EITC, OSTC), private donations, etc.
3. Develop and manage a foundation grants strategy and process, from research and targeting of grant opportunities, drafting grant proposals in collaboration with Principal, managing submissions, follow-up report, communications with funders and documenting and analyzing outcomes.
4. Promote the School via content and design of print publications, giving program brochures, direct mail pieces, school activities and accomplishments to donors, potential supporters and the community at large. Electronic communications via website and email.

Qualifications:

1. Bachelor's degree required.
2. Compensation: Part-time position 20-hours a week, \$18.50 an hour.
3. Minimum of two-three (2-3) years of experience in fundraising, foundation, development required; experience within a non-profit fundraising setting preferred.
4. Exceptional interpersonal and communication skills, the ability to interact confidently and effectively with school staff, administration, students, prospective donors, donors, and alumni
5. Ability to appreciate and communicate a passion for Catholic elementary education
6. Excellent customer service, attention to detail, follow-through, project management, the ability to conceptualize and execute strategic plans
7. Computer skills including database and website experience

Those interested in the position should submit their letter of interest, resume, and a professional reference to Mrs. Danielle Frio at friod@olphbeth.org.