



DIRECTOR OF DEVELOPMENT

Job Summary:

The Director will oversee a comprehensive fundraising program, including the Annual Fund, the International Baccalaureate Program Fund, planned giving, and event management. The Director will also oversee alumni relations for SFHS graduates. Fundraising efforts will be aligned with the mission and vision of St. Frederick High School.

Responsibilities:

- Collaborate with the leadership team to identify internal and external fundraising and donor communications opportunities and develop and execute appropriate strategies to support them;
- Ensure expanding the donor base, stewarding current donors, leading event planning and events, and supervising production of essential reports;
- Ensure continual and effective outreach to alumni, leading event planning and events, and supervising alumni database management;
- Establish and monitor performance and development of goals, setting objectives, establishing priorities, assigning accountabilities, and conducting annual performance appraisals;
- Represent organization to identify, cultivate and solicit prospects and donors;
- Assist with the design and implementation of school communications in support of institutional goals to build awareness, engagement, support, and enrollment;
- Communicate a comprehensive knowledge of St. Frederick High School to many varied audiences.

General Qualifications:

- Bachelor's degree
- Three to five years of demonstrated success in fundraising (planning, managing, implementing, and securing funds)
- Excellent verbal and written communications skills
- Customer Service Oriented
- Strong administrative and organizational skills and attentive to details
- Ability to manage multiple tasks accurately and within deadlines

- Ability to work autonomously and in a team setting
- Effective at working with volunteers to reach common goals and objectives
- Ability to communicate mission of SFHS
- Computer skills—word processing, spreadsheet and data base software
- Good moral character
- Highly positive and enthusiastic
- Willingness to fully integrate into the SFHS culture

To Apply:

Please send cover letter, résumé, and references to office@stfrederickhigh.org. The position will remain open until filled.