Saint Joseph Academy, rooted in the spirituality of the Congregation of St. Joseph, fosters unifying relationships with God and all creation, empowers each young woman to achieve academic excellence, and inspires a life of compassionate leadership and service in a global society.

<table>
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<tr>
<th>Job Title: Development Director</th>
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<td>Reports To: Vice President of Institutional Advancement</td>
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<tr>
<td>Supervises: Development Coordinator and Stewardship Coordinator</td>
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<td>FLSA Status: Exempt</td>
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**Position Overview**

This position is a member of the Institutional Advancement team and is responsible for the development and successful execution of fundraising efforts in the individual and corporate sectors, including but not limited to: annual campaigns, donor relations, corporate/foundation solicitation and relations, and special events in accordance with the mission of Saint Joseph Academy.

**Essential Skills**

- Entrepreneurial self-starter that will work independently with minimal oversight possessing strong integrity, judgment and is solution oriented
- Strong communication and interpersonal skills
- Excellent time management skills and ability to prioritize work, meet project deadlines
- Ability to adapt and collaborate in a team environment to drive results
- Proven success in recruiting, managing and nurturing donors and volunteers at all leadership levels
- Commitment to Catholic education

**Primary Duties and Responsibilities**

- Creates, executes and evaluates a diversified annual plan to to ensure that the Development Department's financial and donor participation goals are met
- Designs, implements and evaluates Saint Joseph Academy's fundraising programs, including Annual Fund, “Celebrate the Academy”, “Building Futures Breakfast”, the 1890 Society Leadership Reception and Endowed Scholarship Donor Luncheon
- Recruits and coordinates volunteers for events while managing the budget, securing underwriting and sponsorships, and managing all event functions to ensure that financial and other tactical goals are met
- Collaborates and supports the President, VP of Institutional Advancement, Director of Major and Planned Giving and volunteer leadership on Saint Joseph Academy’s capital campaign initiatives
- Responsible for stewardship and donor relations programs, establishing and maintaining relationships with donors, parents and grandparents
• Works within the parameters of the department budget, and reconciles finances with the Finance Department
• Supervises the Development Coordinator, Stewardship Coordinator and volunteers to ensure that department goals are realized
• Participates in alumnae and other Saint Joseph Academy cultivation events
• Writes articles for Saint Joseph Academy’s UPDATE magazine and maintains Advancement pages on Saint Joseph Academy’s website
• Participates in professional development opportunities to keep abreast of the latest trends

Requirements
• Bachelor’s degree, with a minimum of five years related experience preferably in an educational institution
• Demonstrated success with individual and corporate solicitations, and special events
• Raiser’s Edge, Microsoft Office and G Suite competency
• CFRE preferred

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as requested to meet the ongoing needs of the organization.