Divine Savior Holy Angels High School (DSHA) is a Catholic college preparatory high school for young women that excels at developing the whole person. Sponsored by the Sisters of the Divine Savior and grounded in their mission to make known the goodness and kindness of Jesus Christ, we develop our students into capable young women of faith, heart and intellect who accept the gospel call to live lives that will make a difference.

We are proud to announce that we were recently recognized as one of the Top Workplaces to work in Milwaukee and invite applications from highly motivated and qualified individuals for this role.

**Job Title:**
Senior Director of Development

**Job Start--End Date:**
As soon as possible.

**Application Closing Date:**
This posting will remain active until the position is filled.

**Equal Employment Opportunity:**
DSHA practices equal employment opportunity.

**Job Summary:**

The Senior Director of Development is primarily responsible for the cultivation and solicitation of prospects drawn primarily from the high school's alumnae, past parent and grandparent constituencies. External outreach is approximately 75% of position time. The initial emphasis with many of these prospects will be cultivation as the high school has a number of people in these constituencies about whom little is known. Solicitations will support the high school’s annual fund, major gift and planned giving goals, depending on the potential donor’s capacity and propensity and relationship with DSHA.

This position shares responsibility with the President for strategic planning, implementation, operation and evaluation of the institution’s resource development programs; to include annual, capital, major and planned gift strategy and solicitation and alumnae relations. The Senior Director of Development will work closely with the President in solicitation planning of major gift prospects and often will accompany the President on these calls.

The Senior Director of Development will work closely with the Development Assistant who manages the database, conducts prospect tracking and performs prospect research. The Senior Director of Development will also work closely with the Director of Annual Fund and Alumnae Director as they coordinate cultivation strategies and identify parents, past parents and alumnae who can provide philanthropic support to DSHA. Incumbent also works closely with the Senior Director of Marketing and Communications and with all volunteers and committees involved in fund-raising.
Essential Duties and Responsibilities:

1. Manages a portfolio of personal visits to assigned prospects in the alumnae, past parent, grandparent constituencies. At least 75% of time will be out of the office with donor visits and/or contacts.

2. Works closely with the President to plan, implement and evaluate major gift solicitation strategies, including staffing key volunteers or volunteer groups, soliciting major gifts, identifying appropriate fundraising techniques and vehicles.

3. Identifies, cultivates, solicits and closes leadership gifts. Maintains an active pool of prospects in this category and ensures that President, Board members and other key volunteers are used properly in this process.

4. Works with President and Alumnae Director to identify alumnae donor opportunities and determine personal visit or other contact activity. This will include out of state travel.

5. Works with members of the Board and the Board’s Development Committee to solicit leadership gifts from Board member’s contacts and other assigned prospects. Also works with members of the Board involved in fund-raising, capital and special projects and reports regularly to the Board on the progress of all fundraising activities.

6. Supervises the consistent improvement and refinement of the institution’s database, including its ability to track key donors, provide necessary donor research and record relevant alumnae characteristics and accomplishments.

7. Oversees all operational aspects of the development effort to ensure the highest levels of integrity, efficiency and consistency in the posting and personal acknowledgement of all gifts through the establishment and adherence to gift policies and procedures.

8. Stays abreast of current research, trends and innovations in all areas of responsibility and provides pertinent information to the President, the Development Team and the appropriate committees of the Board.

9. Works closely with the President and Senior Director of Marketing & Communications to manage the workflow and production assignments of the department in order to ensure that standards are maintained.

10. Coordinates two planned giving events yearly for prospects and one annual event for the Cornerstone Society members.

11. Assists in the alumnae phone-a-thon and planned giving direct mail activities, in coordination with Director of Annual Fund and Alumnae Director.

12. Assists in donor research and analysis, works in coordination with other development team members to determine donor visit schedule, mailing schedule, and other scheduling activities.

13. Manages call report process and works with Advancement Team on process analysis each year.

15. Attends specific DSHA activities during the weekends and evenings, as assigned.

16. Performs other duties as assigned.

**Supervisory Responsibilities:**

Supervises the Data Services & Prospect Research Manager, Director of Annual Fund, Alumnae Director and Development Assistant.

**Qualifications:**

**Education and/or Experience:**

Position requires a bachelor’s degree and 10-15 years of work experience with 5-7 years in fund raising required. Demonstrated success in cultivation and personal solicitation is a must. Experience with Raiser’s Edge software or other fundraising software is required. Analysis and fundraising plan development is preferred.

**Knowledge, Skills and Abilities:**

Ability to demonstrate dedication to the mission and vision of DSHA is required. Strong interpersonal skills and ability to relate to all high school constituents is essential. Highly effective oral and written communication skills are required. Experience with organization and management of a prospect portfolio, execution of personal donor visits and the ability to multi-task is required. Must be extremely organized, detail oriented and able to take initiative on projects, work independently or with a team. Experience with Raiser’s Edge software (or other fundraising software), proficient computer skills using MS Office software, the internet and email is required. The ability to maintain confidential information is required. Must have valid driver’s license and access to a reliable vehicle.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand; talk or hear; and use hands to finger, handle, or touch objects or controls. The employee is frequently required to stand and walk. On occasion the incumbent may be required to stoop, bend or reach above the shoulders.

The employee must occasionally lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work takes place in primarily an office/school environment. There is occasional travel.

**How to Apply:**

Interested individuals must complete the online application at [www.dsha.info/careers](http://www.dsha.info/careers) and include resume, cover letter and salary expectations.

Visit [www.dsha.info](http://www.dsha.info) to learn more about Divine Savior Holy Angels High School.

*Only applicants to be interviewed will be contacted.*