

**Director of Development
Kolbe Cathedral High School
33 Calhoun Place
Bridgeport, CT 06604
203-335-2554**

Kolbe Cathedral High School seeks a professional development officer to become its ***Director of Development***. This position is newly created to build a strong and effective development program. The successful candidate will develop, oversee and execute a comprehensive Development program and implement Annual Giving/Fund, Major Gifts, Planned Giving, Events, and Communications activities. The Director will be part of Kolbe Cathedral's senior management team and report directly to the school's principal.

POSITION DESCRIPTION:

The Director will be a visible member of the school's community and is expected to engage in activities outside the office such as meeting with Board members, donors and prospective donors.

Successful candidates must be willing to support the Catholic mission of the school and, to the degree appropriate, participate in the formational experiences and community life of the school. Additionally, competitive candidates ideally have a minimum of five years professional development and management experience, a successful track record of working with executive leadership, a board and volunteers. The candidate must also demonstrate a record of achieving fund raising goals and a commitment to successful fundraising principles. Candidates must be self-motivated with excellent oral and writing skills and computer proficiency. Knowledge of Blackbaud's Raiser's Edge/database products is highly desirable. Responsibilities include:

- Developing the overall Development and fundraising strategy for Kolbe Cathedral High School. Inherent in this is the creation of a comprehensive Development plan and calendar;
- Managing of the Development Office that will include a Development Assistant and possibly other positions over the next three to five years, overseeing fundraising, alumni relations, Development related special events and communications;
- Building and Oversight of an Annual Giving program and activities with a special emphasis on cultivation and solicitation of leadership level prospects. This oversight will include preparation of the Annual Giving plan, setting of and attaining goals collaboratively with school leadership, development of the case and marketing strategies, volunteer recruitment and staffing, materials and timetable preparation;

- Developing and executing a Major Gifts program to address specific capital and endowment needs and in anticipation of future capital needs. Primary responsibilities will include identification of major gift prospects, research, and rating of prospects, strategy development, personal engagement with prospects, involvement and staffing of president and key volunteers with this constituency for cultivation, solicitation and stewardship purposes;
- Developing a communications plan and materials and messaging for use in conveyances to various constituencies via the social media, email and traditional publications;
- Initiating a Planned Giving program and marketing strategies to the appropriate prospect constituency;
- Creating strategies to attract regional corporate and foundation support to address specific school needs and projects;
- Representing Kolbe at networking events;
- Managing the development budget;
- In adherence to all accepted ethical practices as outlined by the Association of Fundraising Professionals, seek to promote and advance all aspects of Kolbe's Mission and Strategic Vision.

Salary Range: \$85,000 to \$100,000

If interested please email your cover letter, resume and 3 letters of recommendation to Camille Figluizzi, Principal at cfigluizzi@kolbecaths.org

Kolbe Cathedral High School does not discriminate on the basis of race, color, sex and/or national or ethnic origin.