



MISSION STATEMENT

Edgewood, a Catholic high school, educates the whole student for a life of learning, service and personal responsibility through a rigorous academic curriculum that embraces the Sinsinawa Dominican values of Truth, Compassion, Justice, Community and Partnership.

Position Description

Position/Title	Development Director 100%
Department	Development
Reports To	President
Overall Responsibilities of Position	The Director of Development is responsible for the design and execution of the fundraising strategy including raising over \$1 million annually in support of Edgewood High School's annual fund, improving communications and developing relationships with alumni, past and current parents, foundation leaders and community members. This position is responsible for leading the Development Department and for supervising the team of fundraising professionals.
Key Tasks and Responsibilities	<ul style="list-style-type: none"> • Exercise leadership in working with the President, Board of Directors, Faculty and Staff, parents, students and community to fulfill the mission and implement the philosophy and policies of Edgewood High School. • Actively participate in relationship building, cultivation and solicitation of key donors, external foundations and major stakeholders, including current parents and alumni. • Provide leadership and oversee the Development Department including: Annual Fund, Alumni relations, Athletics fundraising, Special Events, Planned Giving, Communications, Database and Informational Research. • Create and monitor an annual budget which includes major gift and annual fund programs, fundraisers and special campaign funding. • Develop long-term and short-term development goals that support the school's strategic plan. • Review and evaluate annual fund goal progress, making any necessary adjustments as required to meet goals. • Develop programs to encourage gifts to Edgewood High School through bequests, trusts, life insurance, real estate and other types of planned or deferred giving. • Identify grant and foundation opportunities. • Prepare all reports required to keep the President and Board up to date on the annual development plan and budget. • Assist President in identifying, recruiting and cultivating new board members for the purpose of ensuring future fundraising leadership. • Supervise Blackbaud system to maintain a current donor database. • Manage process for data entry of all gifts, thank you letters and tax information. • Manage the query process for strategic mailings, reporting and recognition. • Utilize wealth management software to identify and contact key prospects and major donors.

	<ul style="list-style-type: none"> • Collaborate with the President and Board of Directors to develop an Alumni Committee and a Development Committee. • Lead and Manage the Development Team • Work closely with the Marketing Department on all print and website communications and materials for donor recognition, events, and appeals. • Manage the donor acknowledgement, appreciation and recognition program.
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Demonstrated ability to set and achieve goals, motivate others and meet deadlines. • Experience in successful development, fundraising, and alumni relations in the non-profit sector preferred. • Experience with budget projections and fiscal management. • Experience working with and utilizing databases. • Exceptional organizational and communication skills, both verbal and written. • Ability to flexibly attend evening and/or weekend events. • Ability to work collaboratively
Education Level Required	A Bachelor's degree from an accredited institution of higher education required