



Position Description

Crusader Fund Director

Strake Jesuit College Preparatory

Houston, Texas

The School:

Founded in 1960 by the New Orleans Province of the Society of Jesus, a religious order of priests and brothers also known as the Jesuits, Strake Jesuit is a Catholic, four-year college preparatory school serving young men grades nine through twelve. The school's mission is to assist young men in their formation as leaders and as "Men for Others" through a program of rigorous college preparation in the tradition of the Society of Jesus. Currently serving 1220 students from all over the Houston metropolitan area, Strake Jesuit is one of the most ethnically diverse schools in the Jesuit School Network. Recently ranked #6 in a national ranking of Catholic schools, Strake Jesuit prepares students for the most selective universities.

With a budget of over \$22 million, Strake Jesuit has a faculty and staff of 160 committed men and women, and a very strong network of volunteers.

The school has recently announced a strategic plan to guide us in the next few years, and now is a very exciting time to be a part of this community. For more information about Strake Jesuit see the below information and visit www.strakejesuit.org.

Position Description:

The Crusader Fund Director plans, builds, and implements a comprehensive annual giving program to support the mission of Strake Jesuit. Through a variety of personalized and targeted strategies, including face-to-face visits, the director will build relationships with and solicit support from current and former parents, alumni, and other friends of the Strake Jesuit community. The Crusader Fund Director coordinates the thanking and stewardship of supporters of the Crusader Fund.

This is a new twelve-month, full-time staff position beginning as soon as possible with salary commensurate with experience.

Minimum Qualifications for Applicants:

Education

- A bachelor's degree is required.

Experience

- Two to three years of professional advancement experience in positions in non-profit or education sector is preferred.
- Extensive knowledge of the principles of Catholic and Jesuit education is preferred.

Skills & Qualifications

- Understanding of and a passion for Strake Jesuit's mission of educating young men in the tradition of the Society of Jesus including a respect for and understanding of Strake Jesuit's Jesuit and Catholic culture.
- Proficiency with Excel, Word and Powerpoint.
- Proficiency with Raiser's Edge or similar fundraising software is preferred.
- Exceptional interpersonal skills and a collaborative spirit.

Duties

- Analyzes the Advancement database to effectively segment constituents in order to build a plan to solicit and steward gifts to the Crusader Fund.
- Continually monitors the flow of gifts to the Crusader Fund and makes adjustments to the plan as necessary.
- Develops various targeted and creative appeal strategies such as mailings, phone-a-thons, thank-a-thons, web based marketing, and personal solicitation.
- Coordinates and hosts Crusader Fund cultivation events, including, but not limited to, Freshman President's Club Reception and feeder school parties.
- Generates and analyzes data to determine giving patterns, trends and opportunities.
- Ensures donors are properly acknowledged by managing the Advancement stewardship process, including coordinating stewardship activities for the President.

- Evaluates the effectiveness of the annual giving program and recommends new strategies to ensure continued success.
- Prepares and coordinates mailing of all Crusader Fund solicitation letters.
- Using the Advancement database, identifies new donors, donors for renewals, and donors for increased gifts.
- Updates Crusader Fund webpage
- Collaborates with the Director of Alumni Relations on fundraising activities, primarily reunion fundraising, and events.
- Collaborates with Major Gift Officer when identifying donors for major or capital gifts.
- Attends Advancement office events when assigned.
- Completes other duties as assigned.

To Apply

Send a resume and cover letter by e-mail to employment@strakejesuit.org, by fax to 713.774.6427, or by mail to Strake Jesuit, Application for Employment, 8900 Bellaire Boulevard, Houston, Texas, 77036. For questions, contact Michelle Dolar at 713.490.8224.