

Director of Development

SCHOOL OVERVIEW

Gonzaga Preparatory School is a Catholic, Jesuit college preparatory school that educates students according to Gospel values, inspiring leaders who create a more just and loving world. Since 1887, Gonzaga Prep has prepared students for lives of leadership founded in a tradition of excellence in academics, activities, and service. It is a lifelong community of individuals who go forth and make the world a better place through excellence and service. With a faith-filled, college preparatory environment grounded in values drawn from the long Jesuit tradition, Gonzaga Prep students discover who they are meant to be in this world.

POSITION SUMMARY

Gonzaga Preparatory School seeks an experienced and visionary Development Director to lead our fundraising efforts. This position oversees all aspects of fundraising activities for the school and the Foundation and alumni engagement. The Development Director will play a crucial role in advancing the school's mission through strategic resource development and donor engagement. The position reports to the Vice President of Advancement.

HOW TO APPLY: Email cover letter, resume and application to ckelsey@gprep.com.

RESPONSIBILITIES AND DUTIES

- Provide leadership and manage a comprehensive fundraising strategy that includes major gifts, annual campaigns, planned giving, special events, and capital campaigns.
- Lead and manage the development staff in accordance with the school's mission and policies.
- Oversee the planning and execution of all fundraising and alumni events.
- Cultivate and maintain relationships with key donors, alumni, and community stakeholders, including managing a personal portfolio of approximately 50 major donors and prospects.
- Manage the ongoing identification, relationship-building, cultivation, solicitation, and stewardship of donors and prospects (both individuals and corporate/foundation partners) with a financial capacity to make major gifts, planned/estate gifts, or grant commitments to the Foundation.
- Develop written proposals, reports, and collateral material to support solicitations and stewardship activities with annual, major gifts, and planned giving/estate donors.
- Serve as an active prospect identifier, targeting prospects for "moves management" including recommending for personal visits and cultivation for major gifts or planned giving.
- Travel as necessary to meet with donors and attend events critical to advancing the school's fundraising goals.

- Collaborate with the school administration and board members to identify funding needs and opportunities.
- Ensure the integration of the Foundation's activities with the school's strategic priorities.
- Monitor and report fundraising progress to the vice president of advancement, leadership team, and board of directors.
- Develop and manage the fundraising budget, ensuring efficient use of resources.
- Stay informed of trends in philanthropy and education to adapt fundraising strategies as necessary.

QUALIFICATIONS:

- Bachelor's degree or equivalent.
- Experience working at a high school, college/university, or institute with a similar mission; fundraising or development experience preferred.
- 3-5 years of director-level experience is preferred.
- Proven track record of achieving revenue targets and managing successful fundraising campaigns.
- Strong leadership skills with experience managing a team.
- Excellent communication and interpersonal skills, with the ability to engage and inspire a wide range of stakeholders.
- Demonstrated ability to strategize, implement, and build constituency programs and activities, along with a talent for motivating volunteers.
- Proficient in fundraising software and CRM databases.
- Preferred alumna or alumnus of Gonzaga Prep or other Jesuit institution.
- Willingness to work flexible hours.

Exempt position, full time. Monday through Friday, 7:30 a.m. to 4:00 p.m. Twelve-month schedule.

BENEFITS:

Gonzaga Preparatory School provides a rich offering of benefits and services to our eligible faculty and staff including:

- Full tuition waivers.
- Three different medical health plans including PPO, HMO, and HSA.
- 100% of employee premiums are paid by the School for our PPO and HMO medical insurance, dental, and vision plans.
- School-funded annual contribution up to \$1,200 to employee HSA plans.
- Retirement plan with a 6% employer match
- Life insurance and long-term disability insurance are also available.
- Annual, personal, sick, bereavement leave, and 14 paid holidays.

Salary Range: \$72,817 - \$90,719

Physical requirements: Occasional lifting (up to 20 pounds). Acceptable eyesight and hearing (with or without correction). Ability to communicate both orally and in writing. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions: Works inside in an office environment.

Our Catholic and Jesuit tradition affirms the dignity and worth of every person, mandates that all employees be treated fairly and respectfully. Gonzaga Preparatory School, therefore, does not discriminate in its employment practices on the basis of gender, age, race, color, status as a married or unmarried person, sexual orientation, honorably discharged veteran or military status, national and ethnic origin, or disabilities which can be reasonably accommodated in the administration of its educational policies and school administered programs.