



DIRECTOR OF DEVELOPMENT

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young “men for and with others” in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

The Director of Development is responsible for developing and effectively implementing strategies to increase overall financial support of Bellarmine College Preparatory. This dynamic team leader will personally raise funds, manage development office personnel, coordinate the communication and execution of tasks, mentor team members, and encourage direct reports to develop new skills while strengthening existing ones. This position reports to the President of Bellarmine College Preparatory and works very closely with the Vice President for Advancement.

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

Fundraising

- Provides stewardship of top major gift prospects list and solicits these and other prospects as appropriate
- Maintains a reasonable prospect pool of major donors (\$20,000 and above) as well as ongoing relationships with additional major donors
- Collaborates with school leadership to identify interesting funding opportunities for donors
- Oversees the organization and implementation of special fundraising projects and initiatives

Oversight

- Assumes overall responsibility for all of the school’s fundraising programs including annual giving, major gifts, planned giving, special projects, and capital campaigns
- Prepares, manages, reports, and monitors revenue and cost-effective expense budgets to ensure financial goals are achieved for all Development activities
- Provides vision and direction for fundraising and assists the Vice President for Advancement in doing so

Management

- Manages the following positions: Director of Annual Giving, Director of Research and Development Services, and Director of Planned Giving
- Chairs the “fundraisers” meeting and the Board of Regents’ Development Committee
- Develops and executes Bellarmine’s annual fundraising plan and calendar
- Annually manages solicitor assignments, particularly of freshman and transfer families
- Works closely with the Director of Communications and Vice President for Advancement regarding Development-related communication pieces to various consistencies

Goal Setting and Attainment

- Ensures that the Development Office meets Bellarmine's annual budget targets, and contributes to the overall growth of philanthropy at Bellarmine
- Sets fundraising targets for each fundraiser, in conjunction with the individual fundraiser
- Mentors and provides accountability to ensure fundraisers' success and implementation of the annual fundraising plan

Additional Functions

- Additional duties as assigned by the President

Minimum Qualifications:

- A commitment to Catholic, Jesuit secondary education
- Three years of previous experience directing fundraising programs and successfully soliciting major funding, personally and by way of others
- Ability and willingness to get out of the office to build relationships and attend off-site meetings/activities as necessary
- Significant and progressively-responsible experience with the duties and objectives described above, including the supervisory/management role
- Ability to train and direct staff and volunteers in soliciting gifts at various levels
- Strong understanding of philanthropy as well as fundraising ethics and practices
- Excellent verbal and written communication skills, including the abilities to express oneself clearly and concisely, and successfully interact with external and internal constituents
- Ability to work effectively with staff at all levels, displaying a positive attitude, demonstrating presence and self-confidence, and exhibiting motivation and drive
- Working knowledge of information systems applicable to Development
- Strong working knowledge and proficiency with Microsoft Office applications, and the ability to operate all other applicable software
- Ability to think creatively and work strategically - with an entrepreneurial spirit - to drive desired results
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects through to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects within established time frames, including the ability to stay focused and manage multiple projects simultaneously
- Maintenance of a valid California driver's license and acceptable driving record, in order to drive to and from off-site meetings, activities, and events; or ability to use other means of transportation to attend such meetings, activities, and events
- Ability to perform the job safely with respect to others, property, and individual safety

Preferred Qualifications:

- Experience working in an education environment
- Some database management experience
- Experience working with adolescents

Physical Requirements:

- Ability to lift 20 lbs., while using proper lifting techniques
- Ability to sit for long periods of time
- Ability to safely and comfortably travel around our 27-acre campus
- Ability to use a keyboard and other office equipment
- Ability to read information in printed material and on a computer screen, often for extended periods of time

General Information:

- This position is classified as a Regular Full Time Exempt position
- This position is eligible for benefits

Deadline for applicants is February 12, 2018.

To Apply Online: Please complete the *Bellarmino Staff/Non-Faculty Application Form* located on our [employment web page](#) under Employment Applications, and send along with a resume, and cover letter to hr@bcp.org, indicating “Director of Development” in the subject line of the e-mail.

To Send by Mail: Bellarmino College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

Bellarmino College Preparatory is an Equal Employment Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religious creed, ethnicity, sex, national origin, ancestry, sexual orientation, gender identity, genetic information, disability, medical condition, age, protected veteran status, marital status, or any other basis protected by law.
