

**Christ Episcopal School
Covington, LA**

Position Type: Full-time, 12-month position

Education Level: Bachelor's degree required

Job Description and Qualifications

The Director of Development plans and directs the Annual Fund program, updates all databases and assists with school special events. The Director of Development is directly responsible for cultivating donor prospects and inspiring them to give, with a strong focus on building and growing an effective annual giving program. The Director of Development also plans and hosts successful annual fund meetings and select cultivation and stewardship events. This individual must have a keen appreciation for the foundation of annual giving as a component of a successful major gift program and steward a portfolio of leadership prospects for the annual fund.

Responsibilities:

Annual Giving

- Work to create all Annual Fund mail, phone, and online appeals
- Develop and maintain a donor/potential donor database to cultivate annual giving
- Organize and execute events related to the Annual Fund, such as committee meetings, donor recognition parties, and volunteer thank you parties
- Manage the acknowledgment and stewardship of all Annual Fund donations
- Provide development reports for monthly Board meetings
- Communicate regularly and proactively with all Annual Fund volunteers
- Establish and monitor Annual Fund benchmark areas such as number of gifts at each level, upgrades, levels, and goals of the campaign
- Provide gift information (checks, cash, credit card, and online) for input into the database within two days of receipt
- Print gift acknowledgement letters and confirm all mail merge fields are complete and correct
- Reconcile financial reports with the Business Office monthly
- Collaborate with CESP (parent organization) and WABC (athletic boosters) to coordinate fundraising under a single umbrella of annual giving

Publications and Marketing

- Provide information needed for the Director of Communications to produce the Annual Report
- Work closely with Director of Admissions and Director of Communications to integrate messages of giving opportunities in school marketing campaigns

Qualifications:

- Three to five years of experience in fundraising
- Possess knowledge of fundraising principles and practices
- Maintain a professional, polished demeanor
- Detail-oriented with strong organizational, analytical, and planning skills
- Aptitude for the effective use of information systems in support of a development program
- Initiative and independence in carrying out responsibilities
- Demonstrates the ability to handle multiple tasks simultaneously
- Exceptional interpersonal, written, and verbal communications skills required

To apply, email jobs@christepiscopalschool.org.