



**JOB TITLE: Director of Philanthropy**

**REPORTS TO:** School President/CEO

**STATUS:** Full-time, Exempt; Year-round

**SALARY:** DOE; Generous benefit package with includes medical, dental, vision & retirement benefits

**Summary**

Christian Brothers High School is a Lasallian Catholic, coeducational secondary school that provides a college preparatory curriculum for students of diverse abilities, cultures and faiths. Founded in 1876 by the Brothers of Christian Schools, the school continues to support the youth of the Sacramento area in the tradition of its founder, St. John Baptist de La Salle. Current enrollment is strong, as it has been in past years, with over 1,100 talented students.

The successful candidate will oversee and guide Christian Brothers High School's (CBHS) fundraising efforts, reporting directly to the President/CEO and working closely with the President's Cabinet, including the Director of Finance/CFO and the Director of Admissions and Communications. This cross-departmental collaboration is responsible for the school's financial health and sustainability as well as projecting a compelling vision of the school's vibrancy, impact, and bright future.

**Qualifications**

The ideal candidate possesses the following:

- Genuine interest and commitment to the mission of Lasallian education
- Proven ability to establish objectives, set performance standards, and organize and motivate a team to achieve goals.
- Demonstrated project management, organization, delegation, and prioritization skills.
- Proven track record in institutional fundraising for non-profit organizations
- Strong analytical skills, comfort with numbers, and the ability to synthesize data
- Excellent verbal and written communication skills
- Possesses interpersonal skills marked by a commitment to the virtues of equity, inclusion and respect
- Work guided by a code of ethics to ensure all activities are legal, ethical and appropriate
- Experience building relationships with a diverse group of internal constituents
- Advanced skills with Microsoft Excel, experience with Raiser's Edge preferred

**Essential Job Responsibilities**

1. Partners with the President/CEO, President's Cabinet, and Board of Trustees to determine key funding priorities
2. Actively participate in the President's Cabinet, providing insight, perspectives and collaborative action based on a depth of professional knowledge and experience
3. Contributes to the strategic planning process
4. Establishes and facilitates a strategic, data-driven plan for long-term philanthropic growth at CBHS
5. Establishes, forecasts, and evaluates fundraising potential to reach annual goal of \$800-\$900K net revenue
6. Ensures that all best practices for the donor lifecycle are in place to support the organization's strategic plan
7. Leads the Philanthropy department with an inclusive, collaborative management style that builds confidence, encourages teamwork, promotes diversity and equity, and empowers staff through active communication and mentorship, and ensures accountability through clearly defined and measurable goals
8. Works collaboratively with the CBHS community to identify suitable opportunities for gifts and grants
9. Implements strategies and industry best practices, and responds to emerging trends in philanthropy

10. Identifies, builds and maintains a robust portfolio by identifying, cultivating and soliciting major donors, and strategically pursues principle and major gifts while orchestrating the participation of the President/CEO, President's Cabinet and faculty & staff, as appropriate
11. Builds a parent giving program that ensures sustainable participation
12. Establishes a planned giving program to ensure long-term sustainable support for CBHS
13. Nurtures deep relationships with alumni and key supporters in the community
14. Directs a stewardship program for all gifts in ways that strengthen donors' commitment to CBHS
15. Oversees the establishment of an Alumni Association
16. Continually assesses the departmental structure and performance as well as individual and collective staff capabilities with the goal of increasing effectiveness and efficiency
17. Deepens the connection with Philanthropy to the rest of the CBHS community, keeping faculty, staff, and students current about the department's work on the school's behalf
18. Oversees the departmental budget and ensures appropriate allocation of resources

**Interested individuals meeting the above qualifications should submit the following to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org):**

- A compelling letter of interest indicating how your skills, knowledge, and experience qualifies you for the role of Director of Philanthropy at Christian Brothers High School
- Complete résumé
- A list of professional references, including former and current supervisors with telephone numbers; written reference letters may also be provided (references will not be contacted until candidates have been informed at the appropriate stage of the search process).

The position is open until filled.