



CHESTERTON ACADEMY OF SACRAMENTO

Development Director Job Description

Summary

The Development Director is responsible for the development and implementation of an annual plan to communicate school successes and to help raise the funds necessary to sustain the school's operations. Duties include: overseeing and managing fundraising efforts, building strong and successful relationships, and maintaining communications with donors and future patrons.

Primary Responsibilities and Duties

1. Design and implement a comprehensive annual fundraising/general marketing and promotion plan to strengthen awareness and support among key stakeholder groups (e.g., donors, alumni, friends).

Fundraising

2. Oversee all aspects of the school's fundraising initiatives, especially the Annual Gala. Work closely with volunteers, including board members, parents, students, and staff.
3. Develop and coordinate school fundraising campaigns, such as the Gala Matching Gift Campaign, Giving Tuesday, and Year-End Campaign.
4. Develop and oversee donor cultivation plan.
5. Identify new and creative sources of funding and expand donor base.
6. Develop a program to solicit major benefactors, foster increased support from existing donors, and maintain key relationships in the community.
7. Oversee processing of all donations generate gift acknowledgements, and maintain giving records of donors to the school.
8. Create monthly reports for the CEO and Board of Directors to keep them informed of fundraising activities and progress towards goals.

Communication

9. Coordinate external communications. Create materials, such as annual reports, impact reports, quarterly newsletters, and other print and digital publications to communicate impact and successes with stakeholders and broaden the base of exposure for the school.

Ongoing Training

10. Attend Chesterton Schools Network Summit and other relevant conferences and trainings as needed.

Relationships

The Development Director maintains the following working relationships:



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- The Development Director reports directly to the CEO.
- The Development Director maintains a consultative, collaborative relationship with the Board of Directors, faculty, staff, and stakeholders (both internal and external) of Chesterton Academy of Sacramento.

Requirements

The Development Director must:

- Be a practicing Roman Catholic and take an Oath of Fidelity to the Magisterium.
- Have a bachelor's degree or higher.
- Possess strong analytical, organizational and planning skills
- Utilize excellent written and oral communication and interpersonal skills.
- Possess strong computer and technical skills.

Desirable Skills

The Development Director should ideally:

- Have previous experience in non-profit fundraising and office/business administration.
- Be proficient with Excel, Mailchimp, Bloomerang, Canva, Squarespace, Qgiv, FundEasy, Google Suite, other donor management and database software.
- Have proficiency with graphic design of banners, flyers, and other print materials.
- Be proficient with webpage design and maintenance.

Interested candidates should submit a cover letter, resume, and three to five references to hbrehm@sacramentochesterton.org. Position will remain open until filled.

Salary

Part-time, hourly. Range \$25.00-\$35.00 per hour.

About Chesterton Academy of Sacramento

Opened on August 15, 2022 as a result of a grassroots movement of parents, Chesterton Academy of Sacramento is an independent, joyfully Catholic, classical high school serving families of the greater Sacramento area. We offer a rigorous, integrated high school curriculum centered on the Incarnation of Jesus Christ. Focusing on the classics, the school develops complete thinkers who learn to draw on faith and reason for the purpose of building a culture of life.

Chesterton Academy of Sacramento is an equal opportunity employer and has a racially nondiscriminatory policy as to students and therefore does not discriminate against applicants and students on the basis of race, color, or national and ethnic origin.