



JOB TITLE: DIRECTOR OF PHILANTHROPY

Reports to: President

Status: Full-Time, Exempt Year Round

Salary Range: \$130,000–\$150,000 + benefits

Position Overview

The Director of Philanthropy is a senior leadership role responsible for the strategy, execution, and growth of all advancement efforts at CBHS, including fundraising, donor engagement, alumni relations, and campaign management.

Reporting to the President and serving on the senior leadership team, this position drives financial sustainability by building a comprehensive, mission-aligned philanthropy program supporting operations, capital needs, endowment growth, and tuition accessibility.

This leader functions as both a strategic architect and frontline fundraiser, advancing a culture of generosity grounded in CBHS's Lasallian Catholic mission.

Mission Alignment

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 Director of Philanthropy will:

- Champion Catholic and Lasallian values
- Promote ethical, stewardship-based fundraising practices
- Serve as a visible ambassador for the school's mission and impact

Key Responsibilities

1. Strategic Leadership

- Develop and execute a comprehensive advancement strategy aligned with institutional and Board priorities
- Partner with the President and Board to define funding priorities and long-term vision
- Establish revenue goals, campaign strategies, and performance metrics
- Advise senior leadership on fundraising and external engagement

2. Fundraising & Revenue Generation

- Lead all fundraising initiatives, including:
 - Annual giving (e.g., Brother David Program)
 - Major and principal gifts
 - Capital and comprehensive campaigns
 - Planned giving and endowment programs
- Manage a portfolio of high-capacity donors
- Grow total revenue and donor participation (FY 25/26 goal: ~\$2.1M)
- Ensure disciplined, results-driven performance

3. Donor Engagement & Stewardship

- Cultivate relationships with donors, alumni, parents, and community partners
- Build a culture of philanthropy centered on gratitude and transparency
- Oversee donor recognition, stewardship, and impact reporting
- Partner with the President on major donor engagement

4. Campaign & Program Management

- Lead capital campaigns and strategic fundraising initiatives
- Oversee events, annual plans, and donor lifecycle systems
- Expand foundation and grant opportunities
- Strengthen alumni and parent giving programs

5. Organizational Leadership & Collaboration

- Serve on the President's Leadership Team
- Collaborate with admissions, finance, academics, and communications
- Align messaging with Marketing/Communications for compelling storytelling
- Engage faculty, staff, and volunteers in philanthropic efforts

6. Governance & Compliance

- Ensure adherence to ethical fundraising practices and donor intent
- Maintain compliance with policies, laws, and Catholic values
- Support and engage the governance model of our Board of Trustees
- Provide transparency and accountability in all advancement activities

7. Data & Performance Management

- Track and analyze fundraising performance and ROI
- Develop reports and dashboards for leadership and Board
- Use data to inform strategy and continuous improvement

8. Team Leadership & Operations

- Lead, mentor, and evaluate advancement staff
- Oversee budget, CRM systems, and operations
- Build a high-performing, mission-aligned team

Qualifications

Education & Experience

- Bachelor's degree required; advanced degree preferred
- 7–10+ years of progressive advancement/fundraising leadership
- Demonstrated success in:
 - Major gift fundraising
 - Campaign leadership
 - Building comprehensive advancement programs
- Experience in Catholic, independent school, or mission-driven organizations preferred

Core Competencies

- Commitment to Catholic and Lasallian values
- Strong strategic, financial, and analytical skills
- Exceptional relationship-building and communication abilities
- Proven ability to engage donors, Board members, and stakeholders
- Experience with CRM systems (e.g., Raiser's Edge)
- High ethical standards and integrity

Work Expectations

- Availability for evenings and weekends for donor events and school functions

Application Requirements

- Letter of interest
- Résumé
- Professional references