



Job Description: Director of Development
Reports to: President
Classification: Full-time, 12-month salaried position, evening or weekend hours may be required
Compensation: \$60,000 - \$75,000 starting salary, commensurate with experience, plus benefits.
Management Responsibility: One-two direct reports

Summary

The Director of Development provides innovative and strategic leadership, planning and management for the Advancement Office and is responsible not only for reaching set goals but also for designing, implementing, and maintaining a comprehensive institutional fundraising program for the school. The Director will have experience in building long-term relationships and moving prospects and donors seamlessly through every stage of the giving cycle. The Director will be an experienced major gifts fundraiser with a proven track record of securing major gifts. The Development Director reports directly to the President and works collaboratively with the Principals and other senior staff and administrators.

Background

Louisville’s original Catholic school, Presentation Academy is a college preparatory academy for young women. Made up of tomorrow’s influencers and representing over 50 zip codes in the Kentuckiana area.

Responsibilities:

- Provide leadership to effectively execute a comprehensive advancement plan to proactively identify, cultivate, solicit, close and steward a defined minimum portfolio of donors (alumnae and others) to strengthen, increase and diversify a comprehensive charitable giving program at Presentation Academy.
- Achieve advancement goal of \$1.3m in 2021-22 FY
- Manage resources to maintain a viable constituent database overseeing donor and prospect records, following all regulations, policies, laws and guidelines that impact donations

- In collaboration with the President, co-lead the Board of Trustees sub-committee for Advancement
- Collaborate with Alumnae Board Chair to develop and refine initiatives to meet the long-term goals of the school
- Collaborate with the Communication Manager on all shared initiatives in a mutually supportive manner, including but not limited to *The Tower* (alumnae newsletter) and Annual Report
- In collaboration with the President and Board of Trustees sub-committee, build relationships with prospective donors through visits, events, correspondence and regular calls/communications.
- Responsible for implementation of renewable and multi-year grants
- Other duties as assigned by the President

Required Qualities, Skills and Knowledge

The Director of Advancement must have the following:

1. A Bachelor's degree required
2. Minimum of three years of non-profit fundraising experience with proven record of professional fundraising skills in annual and major gifts, grant writing and accessing and assessing donor records
3. Proficient in Excel, Word, PowerPoint. Raisers Edge 7.96, or other CRM software a plus;
4. Willingness and ability to travel locally and work some nights and weekends; and
5. Experience with research of prospective donors and foundations required.

Additional Criteria

- Strong moral character and integrity – must conduct him/herself appropriately in an all-girls Catholic school environment
- Ability to effectively articulate the values and mission of Presentation Academy
- Creative and innovative thinking and writing skill helpful for managing donor relations
- Experience in an educational setting a plus
- A strong commitment to and understanding of donor recognition and stewardship
- Ability to maintain clear, accurate records and prepare accurate and timely reports
- Excellent interpersonal, oral, and written communication skills
- Highly self-directed with an attention to detail and ability to organize effectively

A cover letter with salary requirements must accompany the applicant's resume or CV to be considered. A search committee of the Board of Directors will screen and select potential candidates until satisfactory candidates are found. We will conduct preliminary interviews in a timely manner and expect the selected finalist will begin employment in early summer 2021.

Send resume and cover letter to the email below. Please contact our Search Counsel by mail or email ONLY:

hr@ashleyroutree.com

**Please note Presentation Academy in subject line.
(Ashley|Rountree and Associates is based in Louisville, Kentucky)**

3/17/2021