



THE
NOTRE DAME
SCHOOLS

Employment Opportunity

Date: April 16, 2018

Office: Principal

Position: Development Director

Deadline: April 27, 2018

Status: Fulltime

Practicing Catholic: Preferred


Position Summary: The Development Director at the Notre Dame Schools in Portsmouth is chiefly responsible for establishing relationships that bring revenue and other support to the school in fulfilling its role as a Catholic School system. The position serves as the arm that reaches out to the whole body of individuals or companies that have the potential to support the schools and our mission. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the School.

Job Responsibilities:

- 1) Establish relationships with constituents.
- 2) Conduct the Annual Fund.
- 3) Coordinate the *Bid Your Heart Out* Auction Event.
- 4) Promote the positive things the schools does with internet and social media, print, and word of mouth.
- 5) Communicate with Shareholders by way of meetings.
- 6) Seek grant opportunities that will further the mission of the Notre Dame Schools.

Qualifications for the Position:

- An understanding of the Catholic perspective.
- Excellent verbal and written communication skills.
- Demonstrate a high level of professionalism and integrity.
- The ability to both serve and lead others; this position orchestrates others' activities; must be a person who has demonstrated leadership in his or her career.
- Candidate must have a background exhibiting strong organizational skills that allow for multi-tasking and "switching gears" when necessary.
- Must be a person who is able to demonstrate a humility that allows him/her to put the school before self in preparing and carrying out "the ask." This takes a professional skill that requires adopting a volunteer service mentality.
- This position requires a degree of creativity or access to creative resources.
- Must be willing to work outside the normal work schedule of 9-5 in order to meet with perspective donors. Schedule can be flexible.

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- Must keep current on development concepts by attending training opportunities available to continue to learn about development program strategies.
 - The individual will foster and promote a team environment and may oversee other personnel.
 - Knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint) is required.
 - A Marketing degree and fundraising experience is preferred. Grant writing experience is a plus.
 - Three to five years of experience is desired.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” course. Compensation is commensurate with candidate’s education and experience; benefits are according to Diocesan policy.

Submission should include cover letter, resume, and references via email by Friday, April 27, 2018 to Thomas M. Walker, Principal, Notre Dame Jr. /Sr. High School, at twalker@cducation.org or mail to 2220 Sunrise Avenue, Portsmouth, OH 45662.