



2023-2024 Director of Philanthropy

Summary

The Director of Philanthropy works closely with the Head of School, CFO, and the Board Philanthropy Committee to guide the stewardship of current and prospective donors and to execute the School's annual and long-term fundraising. The DoP is responsible, when applicable, for major gifts, planned giving, and assisting with capital campaigns.

Key Responsibilities

- Annual Fund
 - Direct all phases and aspects of the annual-fund program, including digital and printed marketing materials
 - Work with the HoS and Philanthropy Committee on developing a major gifts and planned-giving program
- Tax-Credit Giving
 - Direct all phases for annual corporate and individual tax-credit giving, including digital and printed marketing materials
- Database Management and Reporting
 - Direct all efforts to establish and maintain accurate date management for current, past, and prospective donors
 - Work directly with CFO for annual audit reconciliation
 - Direct all phases of printed annual Gratitude Report
- Fundraising Events
 - In collaboration with the administrative team and the Board Philanthropy Committee, direct all phases for three annual fundraising events (annual fall golf tournament, winter student move-a-thon, and spring gala)

Preferred Qualifications

- A bachelor's degree or higher in finance, communication, or a related field
- Substantive fundraising experience in annual fund, planned giving, and capital campaign
- Excellent relationship-building skills and demonstrated interpersonal intelligence
- Prior school experience and / or administrative credential preferred

Application

Please send a cover letter and resume to Brendan Sullivan, Head of School, 602 N Wilmot Rd. 85711, or by email to bsullivan@stmichael.net.