

Development Director - Chesterton Academy of Notre Dame, Spokane

CHESTERTON ACADEMY OF Notre Dame, an independent, classical Catholic high school in Spokane is seeking a part-time Development Director to help further its mission and engage constituents and philanthropic sources of support. The ideal candidate will have experience in many areas of development, while possessing the requisite skill sets to build, maintain, and grow meaningful relationship with supporters of the school. The Development Director is a member of the administrative team and reports to the Headmaster.

Responsibilities include:

- Work with Headmaster and Board to develop and oversee our annual fundraising campaign
- Oversee the planning and execution of the annual gala
- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Maintain ongoing communications with private and corporate donors
- Ensure timely and accurate report deliveries to Headmaster and Board
- Manage donor and prospect data
- Develop print marketing collateral related to fundraising in collaboration with our advertising department

QUALIFICATIONS:

Bachelor's Degree

Knowledge of basic fundraising techniques and strategies

Strong communication (verbal, written and electronic) and organizational skills

Proficient in Microsoft Office applications

Database Administration (Bloomerang), preferred

Chesterton Academy of Notre Dame is a private, independent, co-ed, Catholic high school offering a rigorous, classical, integrated, college preparatory curriculum centered on the Incarnation of Jesus Christ. The school develops complete thinkers who learn to draw on faith and reason for the purpose of building up the family and a culture of life.

This position is part-time, beginning June 1, 2021. Interested candidates should send a cover letter and resume to CAND.BusinessOffice@gmail.com.