

**THE ARCHDIOCESE OF NEW YORK
OFFICE OF CATHOLIC EDUCATION ADVANCEMENT**

Director of Development, Inner-City Scholarship Fund

Primary Responsibility:

The Director of Development is responsible for planning, organizing, and directing Inner-City Scholarship Fund's fundraising related to the major gifts program, *Be A Student's Friend* program, and events. The Director works closely with the Executive Director in all development and fundraising endeavors.

Direct Supervisor: Executive Director, Inner-City Scholarship Fund

Responsibilities:

- Manage a major gifts program including identification, cultivation, solicitation and stewardship of donors
- Work closely with the Executive Director to advance the fundraising results of the organization
- Assign primary relationship manager portfolios and develop a fundraising matrix to track performance
- Direct the *Be A Student's Friend* program, including mailings; sponsor acquisition, stewardship and cultivation; and annual appeals
- Oversee the coordination and fundraising for events
- Collaborate with other senior staff on strategic initiatives
- Supervise development and events staff
- Oversee the proper entry of donor gifts and donor acknowledgments
- Participate in the creation of publications to support fundraising activities
- Make public appearances to share information about Inner-City's mission
- Perform other related duties as requested

Performance Standards:

- Always demonstrate professional conduct
- Renew 90% of portfolio
- Meet the *Be A Student's Friend* program, major gift program and event goals
- Effective oversight of staff
- Demonstrate ability to think strategically

Position Requirements:

- Education: Bachelor's degree required
- Five to seven years of major gift fundraising and management experience
- Excellent communication and computer skills

Personal Characteristics:

- Ability to lead, work with and motivate staff, board members and other volunteers
- Self-starter with initiative relative to donor visits and fundraising calls
- Demonstration of concern for people and community
- Ability to carry out multiple and diverse tasks concurrently and work independently
- Initiative to constantly seek ways to improve department results

Salary:

- \$140,000-\$160,000
- Benefits package offered.