DIRECTOR OF DEVELOPMENT

POSITION DESCRIPTION
Reporting to the President, the Director of Development oversees a comprehensive fund development program in support of a $3.6 million annual budget, more than 97% of which is funded by individual donors, foundations, and corporations. The Director of Development supervises the Annual Giving Manager, the Database and Social Media Coordinator and the Grants Consultant. The Director works with the President on major donor relations and coordinates the Development Council.

A member of De Marillac’s Leadership Team, this position stewards the existing base of support, expands the base to new constituencies, and leads the daily oversight of the school’s Development activities. In a collaborative environment, the Director of Development supports the President, Development Council, and colleagues to continue to grow the annual fund, builds scholarship support through individual, foundation and corporate giving through special events, relationship management and donor stewardship. The Director of Development also oversees the marketing and communication functions of the organization to achieve long-term sustainability goals.

The role requires the ability to balance ongoing, operational and team leadership along with strategic donor and external relations. This person will practice excellent relationship-building capabilities; strong interpersonal, written, and verbal communication skills, while connecting the donor base to the De Marillac mission and purpose. The Director of Development will also demonstrate flexibility, the ability to coordinate a variety of tasks and proficiency with Raisers’ Edge. In addition, a strong sense of humor is an integral component to being successful in this position, as is a commitment to leading a balanced life consistent with De Marillac’s holistic approach to education.

KEY RESPONSIBILITIES:
Donor Relations
- Build on existing and design new annual and long-term comprehensive fundraising programs including event fundraising, corporate and foundation giving, annual giving, endowment, capital, alumni and constituent relations efforts, stewardship and advancement services. Regularly report progress to goals.
- Assume responsibility for the cultivation and stewardship of various donor relationships, as delegated by the President
- Participate in major gift fundraising, including solicitation, donor relations and stewardship
- Participate and engage in the design, facilitation and implementation of key strategies and initiatives in support of De Marillac’s sustainability and strategic plans
- Oversee the successful annual cycle of foundation grants and research as delegated to the Grants Consultant
- Manage the cultivation and stewardship of the volunteer-led Development Council
- Ensure the highest quality of donor stewardship and guest experience for all Development-related guests to the De Marillac campus
- Oversee the Corporate Day of Service experiences
• Collaborate with the Development Team and Graduate Support Programs to formalize an Alumni Association that is a representative body of alumni leaders in support of the Development function

Administration and Management
• Oversee the functions of the Development Office, including developing, monitoring and assessing the annual Development Plan that includes measurable objectives, deadlines, and strategies for implementation
• Manage direct reports, including Annual Giving Manager, the Database and Social Media Coordinator and the Grants Consultant, providing appropriate mentoring, management and evaluation
• Oversee the successful implementation of the Annual Scholarship Benefit, Triviokes, Corporate Days of Service, visiting donors, hosted receptions, and other cultivation, stewardship, and awareness building events throughout the year
• Oversee accurate gift entry and reporting, timely implementation of the Stewardship Plan/Protocol and a sustained effective social media presence that is in alignment with the Annual Development Plan
• Participate in the ongoing strategic planning process, including providing detailed reports
• Manage the Development Department’s budget, including revenue forecast, with support from the Director of Finance
• Serve as a school leader and active team builder, sitting on the President’s Leadership Team, participating in weekly faculty and staff meetings, perfecting front gate duty, being present at external events and at various school functions such as honors assemblies, student celebrations, annual staff retreat and masses.

Communications, Events and Appeal Management
• Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund-raising processes are carried out in a timely manner
• Oversee the creation, execution and reporting of all mail, email and social media appeals, including content creation and project management
• Create and manage the content for all written communications such as appeals, newsletters, E-News, press releases, social media and website
• Manage annual marketing campaigns, including vendor relationships and creating a strategy to convert followers to supporters
• Work with Development Team and contracted graphic designer to ensure the implementation of a consistent graphic design of the De Marillac “brand,” through coordination and production of print, web and event collateral
• Oversee that Development Team captures images, photos and video at events and throughout the regular school day and ongoing school activities.

Other Responsibilities
• Once per week, act as the admin on duty by opening the school for students at 7:15 am.
• Back up support at De Marillac as needed and when these activities do not interfere with Development duties: helping in classrooms, assisting in elective classes, chaperoning field trips, covering non-teaching roles throughout the school when teachers are out. The Director of Development is encouraged to participate in these activities to ensure a team spirit at De Marillac and such activities often inspire new ideas and projects for the Development team
• Deepen formation with the De La Salle Christian Brothers and Daughters of Charity
• Participate in Alumni, Professional Development and school activities as requested
• Assist the President on strengthening partnerships across educational, non-profit, and other supporting organizations
• Maintain a high profile at various events throughout the Tenderloin, San Francisco, and Catholic communities; Attend workshops and conferences for professional growth
• Complete other tasks as assigned by the President.

PROFESSIONAL QUALIFICATIONS AND PERSONAL QUALITIES

Education and Experience
• Bachelor’s Degree required
• At least seven years of non-profit fundraising and management experience
• Passionate commitment to alleviating poverty in underserved communities through access to quality education
• Experience consistently meeting or exceeding fundraising targets

Technical Competencies
• Strong interpersonal, written and verbal communication skills with diverse constituencies, including, but not limited to: Board of Trustees, Development Council members, individual donors, foundations, corporate and community partners, colleagues, volunteers and vendors
• Analytic and problem-solving skills
• Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, Raiser’s Edge (or comparable fundraising database), and social media platforms including Twitter, Facebook and LinkedIn

Skills and Abilities
• Strong leadership and collaboration abilities
• Ability to foster an environment of teamwork and thrive in times change and growth
• Proven success in managing and maintaining collegial and professional relationships
• Demonstrated ability to initiate and complete multiple tasks on time; Ability to work independently, prioritize workflow and plan effectively
• Close attention to detail
• Commitment to leading a balanced life consistent with De Marillac’s holistic approach to education
• Comfort working in and the Tenderloin neighborhood and with diverse communities
• Enthusiastic and resourceful, with an interest in participating in a fun, engaging and humor rich work environment

Other
• Requires some long hours working at the computer
• Some evening and weekend responsibilities
• Ability to lift 30 pounds

COMPENSATION
Salary will be commensurate with qualifications and experience. A comprehensive benefits package will be provided.

START DATE
Position anticipated to be filled as soon as possible.
ABOUT US:
MISSION AND VISION
Inspired by the Daughters of Charity and De La Salle Christian Brothers, De Marillac Academy provides a life-changing, accessible Catholic educational experience for the underserved children, youth and families of the Tenderloin and surrounding communities.

At De Marillac Academy, we believe that a neighborhood of residence and socioeconomic status should not determine a child’s access to quality education or ultimate success in life. De Marillac Academy’s holistic educational experience liberates students to lead lives of choice, meaning, and purpose, breaking the cycle of poverty through education, and transforming the Tenderloin and beyond.

THE SCHOOL
De Marillac Academy is an independent Lasallian Vincentian Catholic elementary school, serving grades 4-8, located in the Tenderloin neighborhood of San Francisco. De Marillac Academy provides a values-based, academically rigorous, tuition-free education to low-income students from all faith and cultural backgrounds. De Marillac Academy opened in 2001 as an independent, Lasallian Vincentian Catholic school with a class of nineteen sixth graders. Today De Marillac serves 120 fourth through eighth grade students, 203 alumni through the Graduate Support Program, and 277 school families through our unique wrap around clinical and family support program. All students attend De Marillac on a full annual scholarship.

Application Procedure: Please email a cover letter, resume, and three professional references (including email and telephone contact information for each reference) to President Theresa Flynn Houghton at hr@demarillac.org.