



## **DEVELOPMENT DIRECTOR**

**JESUIT HIGH SCHOOL  
Portland, Oregon**

### **OPPORTUNITY**

We are seeking an experienced advancement or sales professional to serve in a fast-paced, dynamic, mission-driven environment, raising funds for capital projects, endowment and annual operating budget needs. The ideal candidate will embrace the goal of making a Jesuit High School education possible for all qualified students as we focus on forming young people of competence, conscience and compassion - leaders who are women and men for others.

### **THE SCHOOL**

Jesuit High School, located in Portland, Oregon, was founded in 1956 by the Society of Jesus and is part of a 474-year Jesuit educational tradition. Jesuit is a non-profit, coeducational college-preparatory school for grades 9-12 that serves 1,280 students of all religious faiths and backgrounds. Jesuit's curriculum is founded in the educational philosophy of Jesuit founder, St. Ignatius of Loyola.

For more information about Jesuit High School, please visit [jesuitportland.org](http://jesuitportland.org).

### **THE MISSION**

Jesuit education fosters the harmonious development of the adolescent student's gifts: spiritual, religious, intellectual, physical, emotional, and aesthetic. Jesuit High School hopes to accomplish this development by demonstrating a personal concern for individuals, a special concern for the poor, an articulate wisdom, enthusiasm, and a sense of community. In so doing, the school strives to graduate leaders who are committed to serve God and their fellow men and women. Our goal is to develop students with a profound sense of justice founded in love, *i.e.*, leaders who are "men and women for others.

## **POSITION PROFILE**

The Development Director is responsible for building and maintaining a portfolio of major donors to help Jesuit High School achieve its strategic and operating goals while fostering a strong donor-centric culture. This position will work closely with the Vice President of Development and other members of the Development Team to identify, solicit, cultivate, and steward major donors and prospects. The Development Director will also oversee the school's two largest fundraising events, Financial Aid LIVE and the Auction Gala, by assisting with strategy and goal achievement.

### **Essential Responsibilities:**

- Develops and manages a portfolio of 75-150+ current and prospective donors; solicits and closes major gifts (\$10,000+), including Legacy contributions
- Oversees two of the school's primary fundraising events - Financial Aid LIVE and the Auction Gala and assists with other donor cultivation events
- Researches donor cultivation best practices for securing major gifts
- Knowledge of and experience in fundraising database systems (*e.g.*, Raiser's Edge)

### **Secondary Functions:**

- Attends external and internal events and provides on-site assistance as necessary
- Assumes other responsibilities and tasks as assigned by the Vice President of Development.

### **Qualifications:**

- Understanding of and a commitment to Jesuit's mission of educating men and women for others.
- Proven success in soliciting and securing major gifts in the non-profit sector or a proven track record in a high-level sales position in the corporate environment for a minimum of five years
- Ability to prioritize effectively to meet goals, work well under pressure with a high degree of accuracy, and meet deadlines.
- Superior interpersonal, written, and verbal communication skills.
- Ability to build effective relationships with people of diverse talents and backgrounds.
- Professionalism and commitment to confidentiality, integrity, and diplomacy
- Excellent organizational, analytical, and problem-solving skills.
- Ability to work independently as well as with a team.

## **Education & Work Experience:**

- Bachelor's degree or equivalent combination of experience and education
- Minimum 3 years of progressively responsible fundraising experience, preferably raising major gifts (\$10,000+) or five years of corporate sales experience with a track record of increased sales year over year
- Demonstrated track record of progressive program management, including budget responsibility
- Knowledge of and experience in fundraising database systems (*e.g.*, Raiser's Edge)

## **Additional Job Details**

- Jesuit High School is an ADA-compliant organization. For further information about working conditions, please contact Jesuit's Human Resources Office [hiring@jesuitportland.org](mailto:hiring@jesuitportland.org)
- Full-time position at 40 hours/week
- Hours may exceed 40/week according to the needs of the job
- Limited out-of-town travel

**APPLICATION DEADLINE:** Open until filled

**TO APPLY:** Applications for this position should be submitted as soon as possible via email (PDF file preference).

Please send a **resume**, a compelling **letter of interest** indicating how your skills, knowledge and experience match the responsibilities articulated in the job description via email, to [hiring@jesuitportland.org](mailto:hiring@jesuitportland.org)

**START DATE:** As soon as possible

**SALARY:** Dependent upon experience and proven success in fundraising.

## **NOTICE OF NON-DISCRIMINATION**

*Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information, or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.*