



JUNIOR-SENIOR HIGH SCHOOL

*International Baccalaureate Accredited School***Job Title:** Director of Development

Date: September 10, 2025

Reports To: Director of Operations**Pay:** \$62,400 - \$75,000 based on experience

Full Time - Exempt Position

Summary:

The Director of Development is responsible for the fundraising initiatives of Bishop Ludden-Grimes and managing donor/alumni relationships. This position is crucial for ensuring financial health and growth. The Director of Development plays a key part in shaping the fundraising strategy and engaging the alumni and community to support the Bishop Ludden-Grimes mission.

Essential Duties and Responsibilities:

- **Fundraising Strategy:** Develop and implement a comprehensive fundraising plan that includes major gifts, corporate, foundation, planned giving, and special events.
- **Donor Relations:** Cultivate and manage relationships with key alumni donors, sponsors, and stakeholders to secure ongoing financial support.
- **Team Leadership:** Lead and manage fundraising committees, providing guidance, training and support to meet fundraising goals.
- **Event Management:** Organize and oversee fundraising and alumni events and other campaigns to engage alumni and donors.
- **Collaboration:** Work closely with the Principal and the Board of Trustees to align fundraising strategies with the organization's mission and values.
- **Data Analysis:** Monitor and analyze fundraising data to evaluate performance and adjust strategies as needed.
- **Educate, Energize and Train:** Staff, board members, and volunteers in donor cultivation, professional fundraising techniques and leading practices.
- **Identify and Implement:** New impactful revenue streams, with a focus on increasing sustainable unrestricted revenue.
- **Partner with Finance Staff:** To sustain efficient, effective, and transparent financial tracking and reporting processes.
- **Guide and Consult:** Teach school personnel the benefits of alumni relations. Create and promote activities designed to ensure alumni are engaged and contacted for further giving and connection.



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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

- Experience (minimum 5 years) operating an annual giving program to include personally soliciting funds and motivating others to solicit funds.
- Leadership experience representing an organization to external audiences and developing successful partnerships.
- Demonstrated fundraising success with individuals, corporations and organizations.
- Ability to communicate and present effectively, both orally and in writing.
- Ability to personally cultivate, secure, administer, and steward significant major gifts.
- Experience in providing strategic direction, leadership, and operational management of a development program.
- Experience organizing, directing, motivating, and evaluating other professionals, support staff, and volunteers.
- Strong organizational and time management skills, and the corresponding analytical skills needed to establish strategic fundraising goals and report on results.
- Ability to exercise leadership skills while engaging in collaborative, team-based work; high capacity to inspire cooperation and work well with teams.
- Demonstrated commitment to inclusion; culturally competent in addressing complex issues.
- High level of integrity, initiative, creativity, and energy.
- Ability to maintain confidentiality.
- Ability and willingness to work weekends and evenings as required

Other:

- Perform all other duties and attend all other events and activities as instructed by the building principal.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position

I have read the Job Description above and understand it.

Director of Development: _____ Date: _____

Principal: _____ Date: _____