

**Director of Development:** Saint Raphael Academy, a Catholic, coeducational, college preparatory school in Pawtucket, RI is seeking professional candidates for the position of Director of Development to lead a successful and comprehensive development program. Reporting directly to the President, the Director of Development is responsible for the fundraising program to include planning, designing, developing, implementing and managing the Annual Fund, major gifts, corporate & foundation program, and special events. He/she will work closely with the Alumni Coordinator and will oversee a part-time development assistant.

**Job Overview:**

- Assist in the promotion of Christian stewardship in all aspects of the development program.
- Direct the major gifts program including identification, cultivation and solicitation of major donors.
- Direct foundation and grant programs including proposal, report writing and acknowledgements.
- Manage the Annual Fund program.
- Cultivate the scholarship, student sponsorship and endowment programs.
- Assist the President and other staff in developing and implementing a development plan.
- Work closely with the Board of Directors in development activities; establish and manage a development committee.
- Coordinate and manage current fundraising events.
- Keep website updated and publish a newsletter.
- Oversee and build the fundraising database, tracking systems and donor acknowledgments utilizing best practices.
- Collaborate and work closely with other staff.

**Qualifications:** The selected candidate will be a fundraising professional and have a minimum of 3-5 years successful fund-raising and development leadership experience; plus a Bachelor's degree in a related field. Requires strong interpersonal, organizational, managerial, analytical and leadership skills, in addition to being energetic, motivated, creative and a self-starter. Raiser's Edge experience a plus.

**Start Date:** March 1, 2012

**Salary:** Competitive

**Application Deadline:** February 15 or until position is filled

**Please send resumes to:** [mdonohuelynch@saintrays.org](mailto:mdonohuelynch@saintrays.org)