

**Job Posting for the 2018 - 2019 Academic Year:
Director of Development**

Andrean High School is a Roman Catholic, co-educational high school, sponsored by the Diocese of Gary, Indiana, located in Northwest Indiana. Founded in 1959, Andrean has an enrollment of approximately 415 students with a strong diverse student population. Andrean High School is fully accredited by the North Central Association Commission on Accreditation and School Improvement Department of AdvancED.

- Mission:** 59ers transform the world in positive, prophetic ways through faith, learning, leadership, and service.
- Position Opening:** Director of Development (Full time)
- Contact:** Dr. Anthony Bonta, Principal
- Email:** tbonta@andreanhs.com
- Phone:** 219-887-5959 ext. 243
- Process:** Application materials should be sent to:
Andrean High School, c/o Dr. Tony Bonta, 5959 Broadway, Merrillville, IN 46410, or to:
tbonta@andreanhs.com
- Application materials should include the following:
- Cover letter and resume
 - Contact information for three Professional References; at least one from a former supervisor
 - Copy of your transcripts and any certifications

Qualifications: Applicants must have the following:

- **Degree and Experience requirements:**
 - A passionate, enthusiastic commitment to Andrean High School's mission and core values.
 - A minimum of 7 years of senior-level leadership experience in managing successful fundraising teams. Experience with the private schools and/or capital campaigns would be an advantage.
 - Proven drive and achievement in the successful solicitation of six- or seven-figure gifts.
 - A high level of diplomacy that will aide in building productive and meaningful relationships with a varied constituency.
 - The ability to facilitate dialogue among various constituents in both large and small group settings.
 - An energetic leader with a proven ability to supervise, motivate and retain a development and alumni relations team that strives to achieve and exceed goals.
 - Proven success in working closely with committed and engaged volunteers.
 - Knowledge of advancement technology and donor database management.
 - Exceptional written and verbal communication skills with strong interpersonal, active-listening, and relationship-building competencies.
 - Practicing member of the Catholic Faith preferred.
- **Diocesan Requirements**
 - Valid driver's license
 - If applicable, in good standing with current educational institution or current institution of employment
 - Will be subject to fingerprinting, drug testing and expanded background check per Diocesan policy.
 - Completion of VIRTUS training, or have training in an equivalent safe environment program

Application Deadline: Applications will be accepted until December 30, 2018.

Purpose and Scope

The Director of Development provides overall leadership and strategic direction for Andrean High School's development and alumni programs. This position serves as an essential member of the senior leadership team and manages the Development and Alumni team, as well as interacts with the Diocese of Gary, Indiana personnel and members of the Andrean Foundation.

As Andrean's principal fundraising strategist, the Director of Development will oversee and manage the school's annual fundraising initiatives as well as a potential comprehensive campaign. The Director of Development will develop and implement comprehensive, effective fundraising goals and strategies to strengthen the Annual Fund, raise significant major and planned gifts and cultivate new donor relationships. The Director will enhance the team's ability to research and identify prospective supporters, steward and acknowledge donors well and meaningfully engage alumni. S/he must be a highly accomplished fundraiser with the ability to lead and manage a team and interact well with a varied constituent base, comprised of parents, alumni and other Andrean supporters.

RESPONSIBILITIES

The Director of Development will have the following responsibilities:

- Lead, manage, develop and mentor the development and alumni relations team in a manner that ensures a comprehensive, integrated fundraising program.

- Primary oversight and management for all Annual Fund activities (e.g. Annual Appeal, Golf Outing, and Day of Giving) in coordination with the Principal and the Director of Communications, ensuring effective cultivation strategies that will lead to increased revenue; support the Principal in his fundraising efforts on behalf of the Annual Fund.
- Maintain an active portfolio of major gift prospects to cultivate and solicit.
- Run a regular prospect management meeting with the Principal to ensure that all donors are appropriately managed and momentum is continuous.
- Provide leadership to implement a structured, formalized approach to relationship management and major gift fundraising.
- Manage the annual budget for cost-effectiveness and strong return on investment.
- Develop new strategies and tactics for identifying and pursuing opportunities for major gifts, bequests and other planned giving commitments.
- Works to develop objectives, strategies and new ideas for the alumni relations program that reinforce consistent communication and connection to Andean.
- In partnership with the Development and Alumni team, oversee special events for the School's development and alumni relations efforts.

MAJOR OBJECTIVES

Within the first 12 to 18 months, the Director of Development will achieve the following major objectives:

- Develop and implement an integrated, comprehensive development plan with defined targets and metrics for the growth of the school's philanthropic revenues.
 - Develop strong, meaningful relationships with Andean High School leadership, faculty, staff, parents, donors, and alumni, and help educate them about the importance of the Andean's funding and campaign priorities. Build relationships with the students of Andean in order to best convey their stories and experiences to a wide spectrum of people.
 - Lead, build, and mentor a development and alumni relations team that meets and exceeds all goals.
 - Many opportunities to be involved in extra-curricular activities such as club moderator and coaching are also available. Participation in these activities is strongly encouraged and welcomed.
- **Start Date:** On or around January 9, 2019
 - **Salary Range:** Decided based on the Diocese of Gary, Indiana salary schedule
 - **Reporting Relationship:** Reports to Principal

Andean High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities. Being a practicing Catholic in good standing with the Catholic Church may be a requirement depending on the position sought. All employees are considered ministers.