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**JOB DESCRIPTION**

**Title: Director of the Spartan Fund**

**FLSA Status: \_X\_Exempt *\_\_\_* Non-Exempt \_\_ Non-Exempt - Part-time**

**Job Summary:**

The Institutional Advancement Department at De Smet Jesuit has responsibility for nurturing and maintain the school’s relationships with it’s parents, grandparents, alumni, former parents, benefactors friends and others, including corporations and foundations. We play a critical role in the life of the school, and, to many, we are the primary representatives of the school. Our work directly supports the Mission of the school.

**Specific Responsibilities:**

* Maintain a working knowledge of De Smet Jesuit High School in general and funding priorities in order to articulate a compelling case for support to all constituents.
* In conjunction with the Senior Director OF Development, develop a written master plan and calendar for all phases of annual giving, including, but not limited to, mail and phone segmentation of active alumni, current parents, faculty/staff, past parents, grandparents and reunion giving.
* Work with Senior Director of Development to project annual giving as part of anticipated revenue.
* Cultivate, solicit and steward portfolio of donors and prospects in pursuit of annual gifts via various giving campaigns and/or events, to include, but not be limited to, alumni and parents, current and past.
* Work with the Director of Special Events to oversee the Odyssey Auction, alumni events, giving tier receptions, Tradition Golf event, events in general, Men’s Club and Mothers’ Club. Attend events as necessary.
* Work with Alumni Relations Director, Director of Data Systems and Learning, and others on annual giving campaigns for Reunion Giving and Alumni Giving. This includes the organization of meetings and phonathons.
* Prepare, with the assistance of the Director of Admissions and Strategic Marketing, Communications Director and others, as necessary, written communications including letters, brochures and other materials (including electronic media) for all annual giving and related programs.
* Continually work to identify new donors and campaign prospects.
* Research and incorporate annual fund “best practices” into De Smet Jesuit High School development strategies.
* Actively access, maintain and update Raiser’s Edge database.
* Responsible for achieving budgetary goals including expense management.
* Perform other duties as requested, delegated or assigned.

**Supervision Exercised:**

* Directly supervises Director of Alumni Engagement, Director of Special Events, Parent Association Moderator, project support personnel, volunteers, and other staff as assigned

**Supervision Received (Title of supervisor):**

* This position reports directly to the Senior Director of Development

**Minimum qualifications:**

* Bachelor’s degree in Business, Marketing, Communications, or related area with demonstrated oral and written communication skills

**Additional preferred qualifications:**

* Experience supervising fundraising, donor relations, sales, or customer service
* De Smet Jesuit alumnus, parent, sibling, or other family relation
* Graduate of a Jesuit high school, college, or other Jesuit administered institution
* Understanding of and commitment to Jesuit academic and social philosophy
* Practicing Catholic, committed to Catholic orthodoxy