



Development Director Job Description

Job Title: Development Director
Job Status: Regular Full-Time, Year-Round, Exempt Employee
Start Date: ASAP
Reports to: School President

Villa Victoria Academy is an accredited all-girls Catholic, independent middle and high school located on 44 acres on the Delaware River in Ewing, New Jersey. Villa's mission is to educate young women to a global view, to uphold the dignity of each individual and to empower students to influence the world in a truly Christian manner. Villa Victoria Academy strives to seek out and cultivate the distinct gifts of each student in her care. This thirst for knowledge and innovation is balanced by a high regard for Villa's long-standing tradition of excellence in education.

Overview and Job Summary

The Development Director is a key member of the school's leadership team and the chief strategist for Villa Victoria's advancement efforts. The primary responsibility is to engage support to meet current and long-term operating, capital, and endowment needs by communicating the school's mission and objectives to parents, alumnae, alumnae parents, businesses, foundations and friends. The most successful candidate will be passionate about and adept in communicating Villa Victoria's mission, as well as being highly efficient in managing multiple priorities, including annual giving, alumnae relations, stewardship, and data management.

Major Responsibilities

- Design, implement, and manage a comprehensive fundraising program that includes annual, capital, endowment, and planned giving; donor cultivation and stewardship; alumnae and parent relations; and special events
- Recruit, train, and coordinate volunteer efforts to assist in gift solicitation
- Research, prepare, and present funding proposals to major donors, foundations, and corporations
- Maintain donor database (Raiser's Edge), including ensuring accurate and complete donor records, timely gift entry and acknowledgements, and necessary reports
- Develop policies and procedures that guide the work of the development office including gift acceptance and confidentiality policies
- Prepare, monitor, and present the annual development budget
- Oversee the design and delivery of the Annual Report
- Provide staff support for the Villa Victoria Academy Alumnae Association including oversight of alumnae event calendar and planning and coordinating alumnae events
- Serve as the staff liaison to the Parent Alliance, supporting their mission and assisting with their events as needed

Requirements

- Bachelor's degree in related field – *strongly preferred*
- Exceptional and effective communication and writing skills
- Excellent interpersonal skills with the ability to build relationships among staff, students, alumnae, trustees, and the community at large
- Ability to manage multiple priorities with strong attention to detail and organizational skills
- Keen analytic and problem-solving skills which support and enable sound decision-making
- Working knowledge of Microsoft Office (Word, Powerpoint, Excel, etc.)
- Working knowledge of Raisers Edge - *preferred*
- Experience with social media (Facebook, Twitter, etc.)
- Commitment to the mission of Villa Victoria Academy
- Appreciation for and the ability to communicate a passion for Catholic education
- Ability to work nights and weekends when needed

This is a full time position with the possibility for limited hours (~30) for the right candidate. Hours are flexible (in order to meet the needs of the position) with some nights and weekends required.

To apply: Send cover letter and resume to Sr. Lillian Harrington, MPF, President at searchcommittee.villavictoria@gmail.com

Qualified candidates will be contacted for an initial phone interview.

Visit VillaVictoria.org to learn more. Villa Victoria Academy considers applicants for employment without regard to and does not discriminate on the basis of gender, race, protected veteran status, disability or any other legally protected status.