



**Saint Francis Catholic Academy**, now in its 20<sup>th</sup> year as Alachua County's only Catholic High School, needs an innovative and energetic individual for **Development Director** to help us take secondary Catholic education in our area to a new level.

In accordance with the Catholic Faith and the Diocese of St. Augustine, SFCA strives to pursue excellence and create an environment where all students can succeed and grow spiritually, intellectually, and athletically to help them reach their full potential and better serve the world as adults.

Under the direction of the principal, our Development Director will coordinate fund raising efforts, build and maintain a donor database, reinforce and establish positive communications, and cultivate supporters to ensure Saint Francis Catholic Academy can grow in population and expand facilities in the future.

*Essential Functions of the Position:*

**Fundraising:**

- Cultivate donors through personal relationships and appeals, maintaining records of gifts received.
- Communicate periodically with parents, alumni, friends and past and present donors.
- Host donation drives and matching-giving weekends throughout the year; oversee school-centered events such as Souper Fun Sunday, the Wolves Golf Classic and the celebration of our Catholic Educators of the Year.
- Increase awareness of, and foster, in-kind giving through maintenance of wish lists for the school in general and specific departments/projects in particular.

**Donor Relations:**

- Develop and maintain summaries of benefactors for administrative use.
- Advise the principal on donor relationships.
- Host benefactor events.
- Maintain contact with donors via phone, email, mail and/or visits as appropriate.

**Communications:**

- Coordinate marketing, public relations, and our social media presence.
- Bring awareness to the North Central Florida Community of our student population and their needs.

*Education, Training and Experience:*

- Bachelor's degree from an accredited institution (required)
- Three years of experience in this or a related field (preferred)

*Required Licenses, Certifications, and Other Specific Requirements:*

- Ability to successfully complete a criminal history and background check.

*Characteristics Essential to this Position:*

- Being a self-starter, well organized, punctual, and able to multi-task.
- Willingness to travel locally as required.
- Being knowledgeable of Saint Francis Catholic Academy's logistics, philosophy and history.
- Supporting the school's spiritual mission.
- Working collaboratively and displaying a positive, friendly and professional manner with everyone.
- Maintaining and respecting the privacy of all.
- Working closely with the school administration on fund-raising and donor relations.
- Communicating effectively and openly with faculty and staff.
- Willingly performing other duties as assigned.
- Willingness to abide by Catholic principles.

*Creativity, Strategy and Leadership Required for this Position:*

- Excellent communications skills, verbal and written.
- Excellent human relations and interpersonal skills.
- Ability to maintain confidentiality.
- Ability to work collaboratively and courteously in a team environment.
- Proficient in the use of current technology.
- Working knowledge of, and a strong commitment to, the mission of the Diocese and Saint Francis Catholic Academy.