

Development Director (part-time)

Post Date: June 7, 2019

Geibel Catholic Junior-Senior High School, a Diocesan school within the Diocese of Greensburg and located in Connellsville, PA, is currently seeking a part-time Director of Development. Prospective candidates must have a Bachelor's Degree (Master's Degree preferred) from an accredited college/university, a demonstrated success leading an individual giving or major donor program, excellent oral and written communication skills and networking ability with a high attention to detail, and a strong belief in Catholic education and support of the school's mission. Candidates should also have experience with fundraising software such as Blackbaud's Raiser Edge, knowledge of the principles, best practices, trends, and legal constraints of fundraising and major gift solicitation, computer skills, and the ability to pass a Level II background screening.

The Director of Development is responsible for planning, coordinating, and implementing a comprehensive development and fundraising program to support both short and long-term goals related to the school's educational mission. This includes building, sustaining, and monitoring philanthropic relationships with major and planned giving prospects and charitable foundations. The Director also coordinates all fundraising events on the school calendar, supervises the Annual Appeal and other giving programs, and oversees database maintenance of current and former parents, alumni, donors, and prospective donors.

Qualified candidates should submit a cover letter, resume, and three references to the attention of Principal Patricia Nickler.