

**Office of Human Resources**

10210 Oakdale Ave.

Chatsworth, CA 91311

(818) 366-9284

**Job Announcement**

October 3, 2018

## DIRECTOR OF DEVELOPMENT, PARENT GIVING

Chaminade College Preparatory seeks an experienced fundraiser to join our team of Advancement professionals in the role of Director of Development, Parent Giving.

**Deadline for Submission of Applications**

Applications are being accepted immediately. This position is open until filled.

**The Position – Representative Duties**

Under the direction of the Vice President of Advancement, The Director of Development, Parent Giving is the primary manager for all parent and grandparent fundraising activities and initiatives. In collaboration with the Vice President, the Director will develop and implement plans and strategies to increase participation and financial support to Chaminade; specifically, at the leadership level (\$1,000+). The Director will recommend major gift prospects for the President, Vice President and the Director of Major Gifts. In addition, the Director will develop, recruit, motivate, and manage parent volunteers dedicated to increasing financial support to Chaminade.

The Director oversees all current parent fundraising activities related to the Chaminade Fund and the Annual Gala. This includes donor cultivation, solicitation and stewardship activities related to these events. Additional duties include other activities related to annual, major gift and planned giving; capital campaigns; special events; and volunteer management, as assigned.

1. Supports the philosophy, principles and characteristics of Marianist Education. Assures quality services to students, faculty, staff, parents, outside organizations and communities. Practices sound economic principles.
2. Prepares and implements an annual Parent and Grandparent Giving Plan that establishes qualitative and quantitative goals. Report progress and provide assessment and analysis on a regular basis.
3. Develops and implements sophisticated plans and strategies to increase parent, grandparent and alumni parent and grandparent participation to the Chaminade Fund through direct mail, digital means, phone-a-thons, personal visits, and face to face solicitations. Effectively communicates the financial needs of the school and builds continuing relationships with donors leading to long-term investment in Chaminade.
4. Increases membership in the President's Circle. Identifies, cultivates and personally solicits and stewards prospects for leadership level gifts (\$1,000+).
5. Monitors continuous and dynamic Donor Upgrade Program and works closely with the Vice President and Director of Major Gifts to identify prospects and to develop strategies for increasing giving levels of leadership donors.



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6. Identifies major gift prospects among parents and grandparents, recommending cultivation and solicitation strategies for the Director of Major Gifts, President and Vice President.
7. Manages a stewardship program that includes oversight and contact with parent and grandparent donors that will lead to increased retention rates.
8. Works closely with the Registrar's Office to ensure all student family information is accurate and up-to-date on new and existing families enrolled in the school. Works with the Registrar's Office and the Business Office to ensure uniformity and consistency of data across the departments.
9. Coordinates the planning and execution of the Annual Gala Event. Serves as staff officer to the Gala Committee, recruiting and coordinating the efforts of volunteers. Oversees planning, promotion, registration, and execution of the auction (the Director of Major Gifts will serve on the Gala committee and coordinate sponsorships).
10. Assists the Vice President and department managers in the roll-out of special events, committee meetings, etc. and meeting arrangements.
11. Collaborates with the Advancement Events Manager to plan and execute donor cultivation and recognition events for Parents and Grandparents.
12. Coordinates the sharing of information and planning events and programs with advancement colleagues and school wide departments.
13. Performs other duties as assigned.

**Minimum Education and Experience Desired**

Qualified candidates should have a combination of education and experience equivalent to the following:

- Bachelor's degree or higher.
- Minimum of five (5) years in development/advancement at the university or independent school level.
- Demonstrated knowledge in the areas of direct mail, phone-a-thon, volunteer management, event production, and communication.
- Direct experience in identification, cultivation, and face to face solicitation of donors.
- Experience with Raiser's Edge strongly preferred.

**Required Knowledge, Skills and Abilities**

1. Passion for Chaminade's mission.
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3. Conscientious in execution of duties with a strong attention to detail
4. Proficient user of Microsoft Office programs, especially MS Word, Excel, and Outlook
5. Knowledge of and ability to maintain an information database

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6. Strong organizational, research, administrative, and time management skills
  7. Ability to effectively lead and manage staff and volunteers
  8. Strong communication skills, both written and oral
  9. Strong office skills used in daily correspondence and publications, including spelling, punctuation and grammatical skills, and the ability to proof and edit work
  10. Maintains a results-oriented mindset to effectively work with staff and constituents at all levels
  11. Ability to influence and engage a wide range of constituents and build long-term relationships
  12. Ability to work and engage productively with volunteers, donors, alumni, students, and other departments within the school
  13. Ability to work both independently without close oversight, but also as a member of a team
  14. Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner
  15. Ability to maintain confidential office information, including donors, contributions, and all constituent information
  16. Ability to assume responsibility without direct supervision, exercise initiative and judgment; to prioritize and organize workload to complete assignments in a timely manner, and to make decisions within the scope of assigned authority
  17. Commitment to continued professional growth and development in order to maintain and upgrade relevant knowledge, skills, and abilities

**Salary and Benefits**

This is a salaried/exempt from overtime position. The salary for this position will be commensurate with experience. Chaminade employees enjoy a competitive employee benefits program including medical, dental and vision coverages, life insurance, long-term disability insurance, flexible spending accounts, retirement plan contribution, and voluntary supplemental life insurance and long-term care coverages. This is an exempt, 12-month per year position.

**Application Process:**

Chaminade has implemented a 100% online application system. Interested applicants can apply online through our employment webpage at: [www.chaminade.org/employment](http://www.chaminade.org/employment).

Applicants will be asked to upload:

- Current resume
- Cover letter addressing the duties and qualifications of the position

Any applicant who needs help or needs an accommodation in order to apply for any position should contact the human resources office at (818) 366-9284.

**About Chaminade**

Chaminade is an independent co-educational Catholic school serving students in grades 6-12 at our two beautiful campuses located in the San Fernando Valley area of Los Angeles. One of the best things about Chaminade is our strong sense of family. We work together, play together, and pray together. We are a family, a community committed to the success and well-being of each and every student.

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**Our Mission:**

We inspire young people to love, learn, and lead through our Catholic and Marianist traditions of a loving faith, academic excellence, and moral responsibility.

**Our Vision:**

Chaminade College Preparatory graduates are prepared, inspired, and equipped to:

- Share God's love by caring for others and seeking justice and peace.
- Learn, adapt, and grow with the world around them.
- Become servant leaders and positive contributors to society.

**The Characteristics of Marianist Education**

Chaminade's mission and culture are deeply rooted in the five Characteristics of Marianist Education which are: Educate for Formation in Faith; Provide an Integral Quality Education; Educate in Family Spirit; Educate for Service, Justice, and Peace; and Educate for Adaptation and Change.

For more information about Chaminade, visit our website at: [www.chaminade.org](http://www.chaminade.org)

**Equal Employment Opportunity**

Chaminade College Preparatory is an equal opportunity employer. Applicants for employment are considered without regard to race, color, national origin or ancestry, gender, age, marital status, physical or mental disability, or genetic information, or other basis protected by law for employment in a Catholic school. Applicants who need an accommodation in order to participate in the recruitment and hiring process should contact the human resources department in order to discuss reasonable accommodation.