



## **Director of Development**

### **Brooklyn Jesuit Prep (*Brooklyn, NY*)**

#### Position Summary:

The Director of Development is responsible for all aspects of fundraising and external communications. The position requires independent judgment, initiative, organization, and creativity. The position occasionally requires night and weekend work.

#### Qualifications & Skills:

- Understanding of and a passion for BJP's mission of educating young men and women in the tradition of the Society of Jesus through the Nativity Model of education.
- Ability to organize and lead Development projects, including coordinating with people to achieve desired outcomes and tracking and reporting of progress.
- Strong social skills and comfort with networking and long-term relationship cultivation and development.
- A self-starter with the ability to initiate and follow through on new ideas and projects that generate revenue.
- Excellent oral and written communication skills. Ability to articulate complex ideas in a pithy and compelling way. Experience and credibility when presenting materials to external audiences.
- Familiarity with Microsoft Office suite.
- Facility or quick ability to learn Raiser's Edge, and other digital platforms is essential.
- Creativity is required.
- The candidate must hold a bachelor's degree or better in an appropriate field and at least three years of work-related experience.

#### Responsibilities:

- Serves as the primary point person for all capital campaign operations and activities.

- Directs any major fundraising campaign in conjunction with the President and the Board of Trustees.
- Serves as the primary liaison for the Development Committee of the Board of Trustees.
- Maintains accurate donation records, including recording, acknowledging, billing and reporting.
- Oversees the design and publication of brochures, advertisements, etc. to promote and recruit for BJP.
- Works collaboratively with the President, Principal, faculty, and staff.
- Manages staff or volunteers for activities including gift processing, prospect research, grant writing, and drafting of print communications, etc.
- Develop and review the annual budget for Development.
- Meet budgeted goals for Annual Fund and special events; Track progress in all areas.

Other:

Full-time (40 hours per week), salaried position with full benefits. Reports to the President of the school.

Brooklyn Jesuit Prep's History:

Brooklyn Jesuit Prep (BJP) is a Catholic Jesuit middle school (grades 5-8) serving low income families of diverse races, ethnicities, and faiths in Brooklyn. BJP was founded in the fall of 2003 and is modeled after the Nativity Mission Center, a middle school that served low-income families on Manhattan's Lower East Side for over 40 years.

Mission:

Brooklyn Jesuit Prep seeks to provide an excellent Jesuit education to children who without our presence would not be able to afford the benefits of Catholic education.

We achieve this goal through a rigorous academic program during an extended school day, a residential summer leadership camp, and a graduate support program offering academic and tuition support through high school. In this way, we break the cycle of poverty through education and further the Jesuit tradition of molding women and men for others.

If you are interested in growing professionally in a highly respected organization, please submit a cover letter and resume (including salary requirements) to: [president@brooklynjesuit.org](mailto:president@brooklynjesuit.org). Please reference "Development Director" in the subject line.