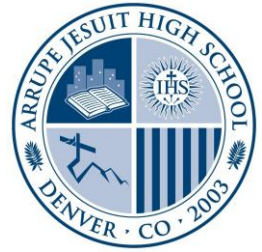


EMPLOYMENT OPPORTUNITY

Arrupe Jesuit High School



Director of Philanthropy

About Arrupe Jesuit High School:

Arrupe Jesuit High School is a Jesuit, Catholic, co-educational, college preparatory school that exclusively serves economically disadvantaged students from the Denver metro area. Formation of students happens through rigorous academic coursework, a unique Corporate Work Study Program (CWSP), and a meaningful faith experience. More than 75% of Arrupe's current students qualify for the Federal Free and Reduced Lunch Program. More than 90% of Arrupe graduates are first generation college-bound, and persist in college at seven times the national average. Our goal is to empower graduates who will continue their education and return as leaders in their communities, in the words of Fr. Pedro Arrupe, as "men and women for others." 100% of Arrupe Jesuit graduates are accepted to college.

Responsibilities:

- Serve as a member of President's Leadership Team contributing to overall school direction & strategy
 - In partnership with the President and Senior Leadership, engage in formulating and executing on the school's comprehensive strategic vision
 - Respond to needs for the greater good of Arrupe Jesuit High School and our benefactors as appropriate
 - Build bridges throughout school to aid in building a culture of philanthropy
 - Manage department budget in accordance with guidelines and school needs
- Department of Philanthropy Management
 - Develop and manage the execution and evaluation of the strategy for all fundraising activities to include securing individual, corporate, and foundation contributions, sponsorships, and grants
 - Oversee and support the marketing, communications, and external event needs school-wide
 - Together with the President, responsible for identifying and achieving fundraising goals as identified by the President and Board of Trustees, including annual efforts as well as endowment and capital campaigns when appropriate
 - Lead and manage Philanthropy staff (three FTE's and one contracted grant manager), ensuring all staff achieve their professional goals and are provided the opportunity to grow in their roles
- Gift Solicitation & Donor Relations
 - Develop and manage the execution of *Major Giving* strategy
 - Develop and manage the execution of *Planned Giving* strategy
 - Solicit and steward event sponsors and contributors
 - Responsible for all stages of donor management including identifying, cultivating, soliciting, and stewarding gifts to the organization
 - Provide strategic planning and support for annual giving, stewardship, event, and volunteer efforts
 - Oversee Grant Manager contract position providing direction and review of grant strategy and activity
- Board of Trustees Support & Management
 - Serve as primary contact between Board of Trustees and Department of Philanthropy, including representation at Board of Trustee meetings
 - Engage and manage Philanthropy Committee of the Board of Trustees
 - Participate in meetings of the Finance Committee and CSWP Board of Trustees

Minimum Requirements:

- Bachelor's Degree
- Strong commitment to the Jesuit Catholic mission of the school
- Minimum 5 years of experience in fundraising with an emphasis on Major Gifts, Event and Campaign Fundraising.
- Demonstrates successful, visionary leadership and management experience.
- Ability to effectively manage, lead, grow, and motivate staff members.
- Must possess a record of increasing and diversifying financial support.
- Excellent written, oral, and public speaking communication skills and strong relationship-building capacity
- Knowledge of Microsoft Office and Google Suite, and familiarity with fundraising databases, Sales Force preferred
- Is self-motivated, thrives in a team-focused environment and collaborates well with colleagues
- Sensitivity to and respect for the socioeconomic, racial, and religious backgrounds of the student body.

Compensation:

- Salary is commensurate with experience.
- Full benefit package including health, dental, vision, long-term disability, 403b retirement plan, life insurance, sick leave, paid vacation and holidays.

Send cover letter and resume to: coover14@gmail.com