

**SAINT HENRY SCHOOL  
POSITION ANNOUNCEMENT**

**DIRECTOR OF DEVELOPMENT**

Saint Henry School, a vibrant K-8 school of approximately 640 students, located at 6401 Harding Pike in Nashville, is seeking candidates for the position of Director of Development. This is a part-time position, with the schedule still to be determined, but will be three full school days during the school year. (Summer schedule would be less than 60% time.)

Primary functions of this position are to: plan, guide and evaluate development efforts of the school in fundraising, marketing, event planning, and alumni affairs; design, implement, and maintain a marketing program; work closely with the Home and School Association as it relates to fundraising; implement and oversee the Annual Appeal; develop and implement fundraising policies and procedures; oversee all fundraising, volunteer, and alumni relations; develop and oversee donor and prospective donor programs; oversee the gift giving process and recognition process; prepare and administer the annual operating budget of the Development Department; ensure comprehensive and accurate constituent, donor and prospective donor records; generate financial reports regarding gifts, grants, and pledges; and oversee coordination of all volunteers associated with development events.

Education/Experience:

- Bachelor's Degree in a related field of study
- At least five (5) years of experience in the field of not-for-profit advancement
- Experience in the mission of Catholic education highly desirable
- Knowledge of basic marketing skills and strategies

Other Skills or Requirements:

- An understanding of and appreciation for the mission of Catholic education
- Good interpersonal, written, and oral communication skills
- Computer literacy required; knowledge of database software a plus
- Proficiency in Blackbaud preferred
- Willingness to submit to and satisfactorily complete a criminal background screening and complete Safe Environment training

Competitive salary with excellent benefits package. Please email resume to Sister Maria Christi, O.P. at [info@sthenry.org](mailto:info@sthenry.org)

POSTING DATE: May 10, 2016

DATE AVAILABLE: June 1, 2017