



Professional Vacancy Announcement

Catholic Schools of Broome County

Applications are invited for consideration for appointment to the following position:

Department:	Advancement	Salary	Commensurate with Experience
Job Title:	Director of Development & Major Gifts	Fill Date:	August 1, 2021

Brief Description of Duties:

The Catholic Schools of Broome County (CSBC) is seeking a Director of Development & Major Gifts who will oversee fundraising and donor engagement efforts required to support the long-term strategic direction of the organization. The Director of Development & Major Gifts is responsible for the development and management of a comprehensive, strategic major and leadership gift program focused on cultivating, soliciting and stewarding philanthropic support from alumni, parents, and friends of the Catholic Schools of Broome County, including major giving for endowments, planned giving, capital campaign and special projects.

The Director of Development & Major Gifts will report to the Executive Director of Advancement, work closely with the CSBC Foundation Board of Directors, and serve as a conduit to faculty and staff of the CSBC, using discretion, enthusiasm, and sound judgement in the implementation the CSBC’s philanthropic efforts.

Essential Functions of the Position:

- Grow a major gifts program including identification, cultivation and solicitation of major donors
- Oversee major giving program with the direction set by the Executive Director and the President
- Direct the annual fund program, including mailings and annual fundraising drives
- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies
- Coordinate fundraising events
- Oversee prospect research
- Work closely with the Executive Director of Advancement and the CSBC Foundation Board of Directors
- Oversee fundraising database and tracking systems
- Maintain gift recognitions programs
- Oversee creation of publications to support fundraising activities
- Perform other related duties as requested

Required Qualifications:

- Bachelor’s degree, preferable in nonprofit management, communications, marketing, public relations, or a related field
- 5 years (minimum) experience managing a non-profit fundraising portfolio
- Direct experience leading and working with prospects across a broad spectrum of backgrounds and experiences
- Ability to simultaneously manage and effectively prioritize a large number of fundraising activities
- Experience in effectively engaging and leading staff and Board Members in cultivation, solicitation, and stewardship activities
- Excellent leadership, strategy, management, and organizational skills
- Exceptional communication and presentation skills, with proven ability to write effectively and speak persuasively and an ability to listen to and learn from others
- Well-organized with strong follow-thorough skills
- Self-motivated, team player with strong collaboration skills

Preferred Qualifications:

- Technically competent with modern cloud-based tools and donor management databases / CRMs (preferable Raiser’s Edge NXT)
- Experience working with volunteers and volunteer boards



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To learn more about the Catholic Schools of Broome County visit our Website at: <https://csbcsaints.org>

Persons interested in the above position should submit the following by May 28, 2021:

- [CSBC Employment Application](#)
- [CSBC Background Check Form](#)
- Cover letter
- Resume
- Names and contact information for three professional references

Electronic submissions may be sent to: kejohnson@syrdiocese.org (attachments must be in Microsoft Word, rich text format or PDF).

Hard copy submissions should be mailed to:

Mrs. Kim Johnson
Executive Director of Advancement
Catholic Schools of Broome County
70 Seminary Avenue
Binghamton, NY 13905

For further information, contact: kejohnson@syrdiocese.org

Posting period: May 14-28, 2021

Applicants are encouraged to apply during the posting period. Women and minorities are encouraged to apply. The Catholic Schools of Broome County is an Equal Opportunity/Affirmative Action Employer.