



De Marillac Academy

Enter to Learn. Leave to Serve.

Director of Development

POSITION

Reporting to the President, the Director of Development oversees a comprehensive fund development program in support of a \$4.5 million annual budget that is 97% philanthropically funded. The Director of Development supervises the Assistant Director of Development and Development Manager.

The Director of Development stewards the existing base of support, expands the base to new constituencies, and leads the daily oversight of the school's Development activities. In a collaborative environment, the Director of Development supports the President, Development Council, and colleagues to grow individual, foundation and corporate giving. The Director of Development oversees DMA's major annual fundraising event, the Annual Scholarship Benefit; and oversees relationship management and donor stewardship. The Director of Development also directs the marketing and communication functions of the organization to raise the visibility of De Marillac Academy and achieve long-term sustainability goals.

A member of De Marillac's Leadership Team, this position also plays a role in the leadership and administration of De Marillac Academy as a school and nonprofit organization. The role requires the ability to balance ongoing, operational and team leadership along with strategic donor and external relations. The ideal candidate is passionate about educational equity and imbuing a culture of philanthropy at De Marillac Academy.

KEY RESPONSIBILITIES:

Communications, Events and Appeal Management

- Create and oversee the successful execution of an annual plan for fundraising that covers the facilitation and implementation of key strategies and initiatives in support of De Marillac's sustainability and strategic priorities. This includes event fundraising, corporate and foundation giving, annual giving, endowment, capital projects, alumni and constituent relations efforts, stewardship and advancement services;
- Develop and oversee annual marketing campaigns to engage prospective students, families, graduates, supporters, volunteers, and partners; create a strategy to convert followers to supporters.

Donor Relations

- Oversee and assume responsibility for the cultivation, solicitation, and stewardship of various donor relationships and assign relationship leaders across the organization.
- Ensure the highest quality of donor stewardship and philanthropic experience for all donor visits, including student ambassadors;
- Manage the cultivation and stewardship of the volunteer-led Development Council.



De Marillac Academy

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Administration and Management

- Oversee the functions of the Development Office, including developing, monitoring and assessing the annual Development Plan that includes measurable objectives, deadlines, and strategies for implementation;
- Manage direct reports, including the Assistant Director of Development and the Development Manager, providing mentorship, management and evaluation.

Leadership Team

- Serve as a member of the 5- person executive team leading the organization in fulfillment of the strategic plan, annual operations, and ensuring the highest level of fiscal stewardship;
- Embody and uphold the values laid out in DMA's community covenant, fostering a strong commitment to diversity and inclusion, and honoring the community and cultural wealth of the Tenderloin.

Other Responsibilities

- Provide back-up support at De Marillac as needed and play an active part in the school life including: helping in classrooms, chaperoning field trips, prefecting lunch and recess breaks when coverage is needed;
- Participate in Lasallian Vincentian formation, professional development and school activities;
- Maintain a high profile at various events throughout the Tenderloin, San Francisco, and Catholic communities.

REQUIREMENTS

Education and Experience

- Bachelor's Degree or commensurate experience required;
- At least seven years of non-profit fundraising and management experience;
- Experience consistently meeting or exceeding fundraising targets;
- Demonstrated project and budget management skills to successfully execute large and small events.

Technical Competencies

- Proficiency in Microsoft Word, Excel, G-Suite, and social media platforms including Instagram, Facebook and LinkedIn;
- Experience with Raiser's Edge (or comparable fundraising database).

Skills and Abilities

- Strong interpersonal, written and verbal communication skills with diverse constituencies, including, but not limited to: Board of Trustees, Development Council members, individual donors, foundations, corporate and community partners, colleagues, volunteers, vendors, teaching staff, and students.



De Marillac Academy

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- Strong attention to detail; organized and systematic in donor follow-through and stewardship and capable of balancing competing priorities in a small team within a fast-paced environment.
- Ability to foster an environment of teamwork and thrive in times of change and growth.
- Ability to work independently, prioritize workflow and plan effectively.
- Passionate commitment to social justice and educational equity.
- Familiarity and sensitivity with working with underserved and historically marginalized communities.
- Enthusiastic and collaborative, with an interest in building community and relationships with colleagues.
- Ability to prioritize effectively, adapt quickly, and be accountable to themselves and others.
- Some evening and weekend responsibilities.

THE ORGANIZATION

De Marillac Academy exists to honor and celebrate the unique gifts and talents of our students, so that they find their voice, reach their potential and serve the community. Grounded in family partnerships, our all-scholarship fourth through eighth grade Catholic education serves the heart of the Tenderloin and beyond. Through the graduate support program, we continue to provide educational, personal and financial support to each of our students and families.

De Marillac Academy opened in 2001 as an independent, Lasallian Vincentian Catholic school with a class of nineteen sixth graders. Today De Marillac serves 110 fourth through eighth grade students, 300 alumni through the Graduate Support Program, and 277 school families.

OUR MISSION

Inspired by the inherent and unique gifts of our students and graduates, De Marillac Academy, located in the Tenderloin neighborhood of San Francisco, ignites academic, spiritual, and social emotional growth through a Lasallian Vincentian Catholic educational experience.

In partnership with families and community, through an all-scholarship 4th-8th grade Academy and Graduate Support Program, we accompany our students through middle school, high school and into early adulthood, as they develop a strong sense of self, purpose, and service to others.

COMPENSATION

Salary is commensurate with qualifications and experience and the range for this position is \$95,000-\$110,000 annually. A comprehensive benefits package is provided, including a transportation stipend. Other incentives include spiritual formation opportunities and year-long professional development.

START DATE AND APPLICATION PROCESS:

Position anticipated to be filled as soon as possible. Please email a cover letter and resume to hr@demarillac.org.