



**St. Mary's School**

40 Thompson Street  
Ballston Spa, NY 12020

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*A Small School with a Big Heart*

<http://www.smsbspa.org>  
518.885.7300 518.885.7378 (fax)

St. Mary's School in Ballston Spa, NY seeks a part time (16 hrs per week) Development Director 10 Month School Schedule plus 10 summer days. The Development Director reports to the School Principal and is responsible for organizing and implementing the School's fundraising activities.

**Job description:** The development director's responsibilities include:

- Planning and carrying out efforts to renew gifts from current donors;
- Identifying new prospects; planning and implementing efforts to cultivate and solicit them;
- Writing solicitation and acknowledgement letters;
- Preparing grant proposals;
- Soliciting current and prospective donors;
- Communicating with donors on a timely and regular basis;
- Planning and organizing fundraising events;
- Leading the Development Committee and working with other Board members to promote their active involvement in fundraising;
- Creating new fundraising vehicles, such as a planned giving campaign, endowment fund, and naming opportunities;
- Drafting reports, such as to foundations on projects they have funded and updates to the Board and Executive Committee;
- Maintaining the fundraising database;
- Supervising the Development staff (primarily volunteer);
- Preparing a budget for Development needs as part of the annual budget process; overseeing the implementation of that budget.
- Responsible for quarterly school newsletters, Annual Reports and Monthly Parish Update Bulletin Inserts, as well as supporting the board School Marketing committees efforts.
- Supports strategic plan and school accreditation efforts relative to School Advancement.
- Supporting the Principal and School Board on Development Related initiatives
- Some weekend and evening availability required

**Experience:** Development experience preferred with a record of actively securing gifts from individual donors and foundations, as well as having worked effectively with staff and board members.

**Qualities sought:**

- Interest in and commitment to Catholic Schools;
- A self-starter;
- An ability to represent the School in speech and writing;
- A readiness to handle multiple tasks simultaneously;
- Promptness and attention to detail;
- Familiarity with computers and databases;
- Familiarity with preparing a budget;
- A Bachelors degree in a related area or comparable work experience.

**Apply by 7/10/09----anticipated start date 8/1/09 ..... Annual Compensation: \$15,000**

Email resume and cover letter to [principal@smsbspa.org](mailto:principal@smsbspa.org) or mail to address above, attention Development Search Committee.