

**Senior-Level Development Professional
Holy Trinity Diocesan High School**

Holy Trinity Diocesan High School's Office of Institutional Advancement is searching for a seasoned development professional to help lead fundraising and development efforts to support the school's future growth.

Holy Trinity Diocesan High School is a private, Catholic co-educational high school founded in 1966 by the Diocese of Rockville Centre. Located in Hicksville, NY (Long Island), Holy Trinity has a current enrollment of 1,410.

Under the direction of the Diocesan Office of Institutional Advancement and the school's principal, the successful candidate will create and work as part of a collegial team to implement development activities, including: the annual fund; major gift research, cultivation and solicitation; alumni activities, special events; and stewardship. The position calls for a candidate with ability to identify, develop, and implement plans and programs that increase donor support and alumni engagement with the school.

The successful candidate possesses administrative, organizational, and computer skills and must have demonstrated success in fundraising and personal solicitation. Salary will be commensurate with experience.

Please forward a cover letter and resume by June 30th to: eiandoli@drvc.org

Qualifications and special skills:

- Bachelor's degree.
- Minimum of five years' development experience, including experience with major gifts, special events, and alumni. Capital campaign experience a plus.
- Demonstrated track record of fundraising success, preferably within an educational setting.
- Excellent writing, communication, and organizational skills.
- Supervisory and volunteer management experience preferred.
- Experience with donor databases preferred.

Must be willing to work flexible hours, including weekends and evenings as necessary.

Job responsibilities may include:

- Implementing an annual fundraising plan; ensuring goals and objectives are met; developing new strategies to meet school fundraising needs.
- Working with principal and school/Diocesan development professionals to identify and cultivate major gift prospects from parent, alumni, and community groups.

- Providing monthly financial reports and other fundraising reports as needed to school administration and to the Diocesan Office of Institutional Advancement.
- Working with the school's Principal's Council on strategic plans for school campaigns and specific development activities involving parents and alumni.
- Overseeing database management and wealth screening; preparing prospect cultivation plans.
- Ensuring quality and consistent donor acknowledgement and communications.
- Maintaining regular communications with alumni through newsletter and personal contacts.
- Planning and managing school fundraising events.
- Identifying foundation and corporate grant support.