

Director of Development
Christian Brothers Conference
Lasallian Region of North America

Job Overview: The Director of Development has primary responsibility for raising operating and reserve fund monies from individuals, foundations and corporations for Christian Brothers Conference (CBC), including the Lasallian Volunteers of the Region of North America of the Brothers of the Christian Schools and the Office for Lasallian Education (OLE).

The Director of Development is a part of a team at Christian Brothers Conference and reports to the Director of Administration. The Director of Development manages and implements all fundraising activities, including annual appeals, cultivation, solicitation, stewardship and events.

General responsibilities will include but are not limited to the following:

- For and with Lasallian Volunteers
 - Collaborate with the Director of Lasallian Volunteers in the identification, cultivation and solicitation of potential donors.
 - Collaborate with the Director of Lasallian Volunteers to develop, implement and evaluate a comprehensive annual plan for fundraising and development for the Lasallian Volunteer program in the Region of North America.
 - Collaborate with the Director of Lasallian Volunteers to develop outreach strategies to expand the traditional donor base of the program.
 - Maintain relationships with established donors, in collaboration with the Director of Lasallian Volunteers, while building new relationships with potential donors.
 - Assist with the production of the annual report for Lasallian Volunteers.
 - Assist with the planning, execution and follow up to special events/promotions as necessary.
 - Travel throughout the Region of North America as needed for events, gatherings, conferences, donor visits and other programming.

- For and with the Office for Lasallian Education
 - Collaborate with the Executive Director of the Office for Lasallian Education to develop, implement and evaluate an annual plan for sponsorship of and support for specific initiatives of the Office for Lasallian Education.
 - Assist as needed with the operation of events and conferences sponsored by OLE and Christian Brothers Conference.
 - Assist in overseeing the planning, execution and follow up to special events/promotions as necessary.
 - Travel throughout the Region of North America as needed for events, gatherings, conferences, donor visits and other programming.
 - Collaborate with OLE and Events in assisting in the building of meaningful relationships and partnerships with sponsors for events and conferences.

- For and with the Director of Administration
 - Oversee the work of the Development Assistant and maintain overall responsibility for the management of the CBC relationship management system (currently Salsa).

- Identifying, pursuing and reporting on grant opportunities for LV and OLE programs and events.
- Serving as the responsible individual for cultivating and maintaining relationships with foundations, including proposal development and interim/final reporting.
- Supporting the work of the Region in managing and recording gifts and donations related to Twinning and Mission Donor initiatives.
- Assisting the Director of Administration (and, through them, the entire Conference) as requested in other activities that relate to the promotion and support of conference programs and the Lasallian mission.

Qualifications for the position include:

- Bachelor's Degree in a related field
- Exemplary written and oral communication skills
- Past experience in relevant fundraising for nonprofit organizations, major gifts and direct donor solicitations
- Ability to work both independently and as part of the Christian Brothers Conference team
- Meticulous attention to detail and strong organizational skills
- Outgoing personality with ability to establish and cultivate relationships with a variety of constituencies
- A high level of energy and a commitment to working in a Catholic, mission-focused environment
- Ability to work under pressure and meet deadlines
- A willingness to participate in Lasallian formation programs
- An interest in working long-term with the Brothers of the Christian Schools and Christian Brothers Conference

Application process:

- Send cover letter and résumé to jobs@cbconf.org by preferred deadline of November 30.
- No phone calls, please.
- Applications will be considered on a first come, first serve basis; please apply early.
- Preferred start date is December 16, but January is also acceptable.
- Position is that of a full-time employee, working on-site. Competitive salary and excellent benefits.
- Christian Brothers Conference is an Equal Opportunity Employer. Office is located in Brookland neighborhood of N.E. Washington, D.C.