**Director of Development and Alumni Relations**

Cardinal Stritch Catholic High School & Academy is conducting a search for the position of Director of Development and Alumni Relations. This position focuses on fundraising and alumni engagement efforts. It also includes overseeing major gift programs, annual giving campaigns, planned giving, alumni relations, special events, and donor stewardship. Collaborate with the Head of School, Board of Directors, Marketing & Communications, faculty, staff, and volunteers to ensure financial health and foster strong relationships with alumni, parents, and the community.

Key Responsibilities

* **Fundraising and Development:** Develop and implement fundraising strategies, oversee annual campaigns, secure major gifts, coordinate events, and ensure donor recognition.
* **Alumni Relations:** Foster lifelong connections, organize events, manage communications, and track alumni engagement.
* **Grant Writing:** Identify funding opportunities, write grant proposals, maintain relationships with funders, and align grants with school needs.
* **Collaboration and Leadership:** Build relationships with stakeholders, lead volunteers, report on performance, and enhance community engagement.
* **Administrative & Strategic Planning:** Develop strategic plans, use data for growth, and ensure compliance with fundraising standards.

Qualifications

* Bachelor's degree required; advanced degree preferred.
* 5-7 years of experience in development or alumni relations, preferably in education or non-profit.
* Success in major gift fundraising and event planning.
* Strong interpersonal and communication skills.
* Knowledge of Catholic education and school mission.
* Organizational and leadership skills, experience with fundraising software.
* Ability to work independently and as part of a team. Knowledge in Blackbaud, Adobe Creative Suite, and Google Workspace is a plus.
* Alumni of Cardinal Stritch preferred, but not required.

Work Environment

* Full-time position with occasional evenings and weekends.
* Fast-paced, collaborative environment with travel opportunities.

Compensation
Competitive salary based on experience and qualifications. Comprehensive benefits package including health insurance, retirement plan, and paid time off. Submit resume directly to hr@cardinalstritch.org.