

POSITION DESCRIPTION: DEVELOPMENT DIRECTOR

Marist Catholic High School provides an exceptional opportunity for high school education for students in the southern Willamette Valley area of Oregon. Its mission - Marist Catholic High School is a Christ-centered, welcoming community committed to academic excellence and preparing students to lead and serve.

Marist, a school with current enrollment of 510 students (9th-12th), has operated for 40 years at its current location in Eugene, Oregon, building on a heritage Catholic education in the community (formerly St. Mary's School, and St. Francis High School) beginning in the 1920's. Its hallmarks are: faith; community; strong academics; strong athletics and activities; development of leadership and service; and open to all who are willing to work hard.

An exciting opportunity is currently available for an experienced Development Director. The Director of Development reports to the Principal and is responsible for the growth of funds for financial assistance, campus development and endowment resources. The Director is also responsible for promoting Marist within the alumni, parents and community in order to grow support and advance the mission of Marist.

General duties include:

- Lead and manage the Development Office;
- Oversee and manage major fundraising initiatives;
- Cultivate and secure major gifts to school and foundation;
- Plan and implement new programs aimed at growing donor support, including building alumni and community relations; and,
- Advancement, marketing and public relations as it relates to Development effort.

This position requires a visionary creative leader and collaborative effective manager who has a proven ability to meet and regularly exceed goals through both traditional and non-traditional approaches. Marist prefers candidates who possess demonstrated experience achieving a high level of annual fundraising goals for an educational organization (high school experience preferred). Qualified candidates should be able to effectively communicate, present, and build a rapport with others while fostering integrity and gaining long-term commitment to Marist Catholic High School. Catholic candidates are strongly preferred.

Compensation will be competitive based on experience.

We hope to make a hiring decision soon in order for the Development Director to begin the position on or before May 1. Position open until filled.

Application process is detailed online at www.marisths.org. Complete Application/Background Check forms, Resume', 2 letters of recommendation, letter of interest as to why you would like to work in this position, writing sample and/or inquiries to Terrie Clemens at tclemens2@marisths.org.

Sample letter: Address a letter to Marist/ St. Francis/ St. Mary's Alums (1 page maximum) introducing yourself and asking for their financial support for an increase in tuition assistance dollars for students for the next four years.)