

## **Position Announcement:**

### **Director of the Brehm Preparatory School Foundation**

#### **Description of the Position:**

Brehm Preparatory School invites applicants for the position of Director of the Brehm Preparatory School Foundation. This position is responsible for a portfolio of major gift prospects and is expected to identify, cultivate and solicit private individual and corporate donors and develop strategies to cultivate those relationships for the benefit of Brehm Preparatory School, Inc.

#### **Minimum Qualifications:**

- Bachelor's degree in business, communications and/or a related field; and
- A minimum of 5 years of successful professional experience in fundraising in non-profit organization

#### **Preferred Qualifications:**

- Professional fundraising experience in education or other non-profit organizations

#### **Duties and Responsibilities:**

- Orchestrate and execute the advancement of relationships with prospective donors through appropriate stages of qualification, cultivation, solicitation and stewardship culminating in philanthropic support
- In consultation with the Foundation Board of Directors, the Brehm Preparatory School Board of Trustees, and the Executive Leadership Team, identify and establish personal contact with current and prospective major gift donors whose interest and financial capacity have the greatest likelihood of meeting the School's goals
- Secure at least \$475,000 annually in Annual Giving Campaign, cultivating 20+ new donors each year towards this goal
- Conduct a minimum 15-20 documented face to face personal visits each year, qualifying a minimum 5-10 new donor prospects
- Set specific goals and objectives to effectively advance toward solicitation of major gifts
- Develop working knowledge of planned giving and develop strategies for appropriate solicitation of planned gifts
- Prepare agenda and Director's report for quarterly board meetings
- Identify potential Board of Director members, stewarding and cultivating positive relations and using skills and talents of each board member accordingly
- Assist the Foundation Associate with the identification and preparation of proposals for grants
- In addition to the Annual Giving Campaign, plan and coordinate any/all Capital Campaign efforts, as deemed necessary and needed by the Executive Leadership Team and the Board of Directors
- Develop and maintain positive relations with donors and the general public through personal contact, written correspondence, press releases, and social media
- Provide stewardship of gifts including acknowledgements and coordination of recognition events
- Work with the Head of Business and Finance and the Foundation Board Chair in establishing revenue goals, develop and monitor the annual Foundation budget, track expenses, and perform return on investment analyses
- Steward relationships and build community support and awareness in the local region
- Navigate the donor database to run queries, soliciting information in order to provide needed information of donors and for donor solicitation
- Report to the Board(s) regularly on the process towards annual actions plans, setting specific metrics and goals will be established at the beginning of each fiscal year
- Supervise Foundation staff
- Other duties assigned by Executive Leadership Team, Board of Directors, and/or Board of Trustees.

#### **Required Skills:**

- Excellent computer skills with familiarity of various software programs

- Aptitude to learn and navigate institutional data management and information systems
- Excellent communication skills, including public speaking
- Strong time management and attention to detail
- Ability to establish priorities and follow through
- Comfort with efficacy and operating independently or with supervision
- Ability to demonstrate sensitivity to the population served
- Ability to exhibit maturity, poise and a positive attitude

**Work Hours:**

- Monday - Friday, 8:00 am to 5:00 p.m., with occasional evening and weekend hours
- Required participation in some weekend special events throughout the academic year

**Travel:**

- Travel required as needed to cultivate donors (as noted above)

**Benefits:**

- Health / Dental / Vision / Life Insurance
- Retirement Account [403 (b)] with employer matching
- Standard Holidays
- Paid Time Off
- Professional Development Reimbursement

**Conditions of Employment:**

- Ability to pass a background check
- Ability to pass a physical exam
- Ability to become a Mandated Reporter for Child Abuse and Neglect
- Ability to pass a driving background check
- A valid driver's license, or ability to obtain one within thirty days of hire
- Ability to provide proof of valid vehicle insurance
- Ability to maintain a clean driving record and a valid Illinois Driver's License

Please submit your resume, cover letter, official transcripts and 3 professional references directly to the Director of Human Resources via [www.brehm.aimtrack.com](http://www.brehm.aimtrack.com) or mail submissions to the address below. Resumes will be accepted until January 21<sup>st</sup>.

Brehm Preparatory School, Inc., is an equal opportunity employer.

Current employees may submit an internal application and updated resume directly to the Director of Human Resources on or before January 14<sup>th</sup>.

**Director of Human Resources**  
**Brehm Preparatory School**  
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**Carbondale, IL 62901**  
**Fax: 618-529-1248**  
**[www.Brehm.aimtrack.com](http://www.Brehm.aimtrack.com)**