



# IMMACULATA ACADEMY

seeks

## Director of Development

Reporting to the Academy president, the candidate will manage fundraising efforts, including the annual drive and the Mater Christi Award Gala, our largest fundraiser.

Additionally, the candidate will liaison with the school's Parent Guild, assisting with its fundraising initiatives, including an annual golf tournament and sweepstakes event.

This position requires a candidate with a track record of building relationships and producing results. Experience in event and campaign management is mandatory. The ideal candidate will have at least three years of experience; strong oral and written communication; and the vision to produce innovative institutional advancement campaigns.

Responsibilities include:

- Setting and evaluating revenue goals for new and existing initiatives
- Identifying, growing and nurturing corporate supporters
- Soliciting in-kind donations and auction items
- Maintaining record-keeping systems

Requirements:

- Minimum 3 years event/fundraising experience
- Bachelor's degree
- Strong project management skills
- Excellent interpersonal skills
- Corporate development experience
- Volunteer and committee management experience
- Proficiency with Microsoft Office

Immaculata Academy offers a strong compensation package, including generous vacation, sick and personal time, as well as a choice of health plans.

Qualified candidates should mail their cover letter, resume and references by January 20 to Sr. Paulette Tirone at Immaculata Academy, 5138 South Park Avenue, Hamburg, NY 14075.