

# *St. Cecilia Academy*

## Director of Development

St. Cecilia Academy is a private Catholic college-preparatory high school for young women, owned and administered by the Dominican Sisters of Nashville, TN since 1860, seeks a full-time Director of Development to start employment on June 1, 2019. The school is located on the Dominican Campus on Harding Pike which is also home to Overbrook School (elementary) and Aquinas College. St. Cecilia Academy emphasizes academic excellence and strong community within a Christ-centered environment, preparing young women to meet the challenges of modern life and to contribute in a positive way to the society in which they live.

### PRIMARY RESPONSIBILITIES

- The Director of Development leads the Advancement Department and works closely with the Principal and the Director of Advancement to oversee and manage all aspects of St. Cecilia Academy's development program.
- The Director of Development must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes traditional and innovative strategies.
- Key components of this plan should include goals, strategies, and timetables for major and capital gifts, alumnae giving, annual fund, and planned giving.
- The Director of Development focuses on building key relationships with donors, alumnae, faculty and staff, parents, and volunteers, as well as community and corporate leaders.
- The ideal candidate must have excellent interpersonal and communication skills, both written and oral, and be goal and deadline-oriented with the ability to manage multiple tasks simultaneously.

### EDUCATION/EXPERIENCE

- Bachelor's degree with at least five years of progressively responsible experience in fundraising and development work, preferably in education or nonprofit work.
- Catholic school or parish/diocesan experience preferred.
- Candidates should also have strong ability using Raiser's Edge or similar donor databases and other fundraising technology.

### INFORMATION/APPLICATION CONTACT

Please submit resume and cover letter, summarizing related fundraising experience and stating why you would like to be considered for this position to:

Mrs. Chris Caprioli  
St. Cecilia Academy  
4210 Harding Rd.  
Nashville, TN 37205  
[capriolic@stcecilia.edu](mailto:capriolic@stcecilia.edu)