



# Brooklyn Jesuit Prep

560 Sterling Place Brooklyn, NY 11238

**Position:** Development Director  
**Reports to:** President

Brooklyn Jesuit Prep is a Jesuit, Catholic middle school for low-income students in the Crown Heights neighborhood of Brooklyn. The mission of the school is to break the cycle of poverty through education, employing a rigorous, well-rounded academic program with an extended school day, summer leadership camp and graduate support program. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires students to become men and women for others. In Fall 2017, BJP's faculty/staff of 20 people will be serving approximately 100 students. Although BJP families pay a nominal tuition, over 90% of the operating budget is raised through donations, grants and fundraising activities.

**Director of Development:** The Director of Development assumes an administrative leadership role and reports directly to the President. Together they collaborate in advancing the Jesuit mission and fundraising needs of BJP. The Director of Development is responsible for the overall strategic plan and execution of the school's fundraising activities

### Primary Responsibilities:

- Secure funds to support the school's annual budget and capital needs of BJP
- Identify, cultivate, solicit and steward all major gift prospects and donors for BJP
- Identify new prospects through research and engagement with current donors
- Engage the Board of Trustees in overall fundraising strategies and provide updates on progress including written and oral reports at quarterly Board meetings
- Work closely with the President in setting the annual fiscal year budget for the school
- Manage and collaborate with BJP staff and volunteers to oversee all aspects of the development operation including: Fall Appeal, Student Sponsorship Program, Camp Fund Appeal, special fundraising events, communications and print materials, grant writing, foundation/corporate outreach, the Young Professionals Group, reconciliation between Development and Business offices, gift processing and tracking, gift acknowledgments and other fundraising initiatives.
- Participate in morning assemblies, weekly administrative staff meetings, quarterly trustee meetings, some Friday faculty meetings, faculty/staff retreats, and August faculty/staff orientation.

### Qualifications:

- Bachelor's degree and 2 or more years of experience in development field
- Strong interpersonal, verbal and written communication skills
- Willingness to learn and support BJP's Jesuit mission.

**To Apply:** Submit cover letter, resume, professional references including contact information to Ms. Patricia Gauvey at [president@brooklynjesuit.org](mailto:president@brooklynjesuit.org). Salary commensurate with experience.

[www.brooklynjesuit.org](http://www.brooklynjesuit.org)

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