



### Director of Development

**Location:** Donnelly College, Kansas City, KS

**Full/Part Time:** Full-Time **Exempt/Non-Exempt:** Exempt

**Position Reports to:** Vice President of Advancement

### About Donnelly College

Donnelly College, located in the heart of Kansas City, Kansas, is an independent, coeducational, Catholic institution founded by the Benedictine Sisters of Mount St. Scholastica and sponsored by the Archdiocese of Kansas City in Kansas. The college was established in 1949 to meet the needs of urban immigrants and the working class, with special focus on “those who might not otherwise be served.” Today, Donnelly continues that tradition by providing access and affordable education within a culture that promotes student success and by serving as the region’s only federally designated Minority Serving Institution and Hispanic Serving Institution. Our community is proud of the rich racial and ethnic diversity of our students, staff and faculty and how that diversity supports our learning environment. Through a strong general education curriculum integrated with career-oriented majors, Donnelly College offers programs leading to bachelor’s and associate degrees and certificates. Donnelly College also operates a fully accredited campus at the Lansing Correctional Facility. Donnelly’s office hours are Mon-Fri, 8:30a-4:30p and the college offers a full range of benefits and a generous PTO policy. To find out more, please visit [www.donnelly.edu](http://www.donnelly.edu).

### Job Summary

The Advancement Division works to strengthen the College through fundraising and outreach that promotes the College’s goals and vision. The Director works with all of the college’s constituencies to encourage a culture of philanthropy that provides financial support for the institution.

This position reports to the Vice President for Advancement and oversees the Annual Fund Coordinator (who manages two major annual fundraising events, the direct mail program and supports advancement services) as well as Annual Fund Officer (who oversees the Jerome Society Annual Leadership Giving Program). The Director is responsible for ensuring expansion of stewardship and engagement programs for alumni as well as planned gift donors and endowed fund donors (through current or additional staff.) The Director will create the annual fundraising plan and lead the team to meet the Annual Fund goal each year (approx. \$1.5 million) as well as additional fundraising goals as set year to year. The Director will have a limited major gift portfolio and collaborate with and advise (in conjunction with the VP of Advancement) other department gift officers. The Director also ensures that the advancement program fundamentals are in place to ensure a thriving program, including documented processes and procedures, compelling collateral material (including on Donnelly’s web site), and department budget planning/oversight. This opportunity requires an individual who has strong project management skills, is creative, attentive to details and dedicated to high-quality work, a self-starter who can work independently or as a team, collaborates well, and values the mission of Donnelly.

### Fundraising & Engagement Responsibilities

- Provides leadership to Annual Fund team members to ensure a robust Annual Fund program that meets department goals and institutional strategic priorities. Measures and analyses activity and monthly performance reports, working closely with the Database Manager on reporting.
- Ensure annual activity contains meaningful opportunities for current and prospective donors, alumni and community members to engage with Donnelly College through appeals, events, and other activities that aim to retain and expand Donnelly’s donor base.
- Direct the fundraising process and event management for SHINE, Donnelly’s largest annual fundraising event and Donnelly’s Annual Day of Giving. This includes coordinating and soliciting gifts of support and sponsorships from corporate and individual investors, as well as working with volunteer fundraisers.



- Oversee execution and performance of written appeals, which may include Holiday Appeal, Spring Appeal, Internal Staff Appeal, as well as targeted donor cultivation events and correspondence.
- Manage a limited portfolio of major gift prospects/donors (approx. 40) through the cultivation process leading to the successful solicitation, securing and stewardship of gifts. Work in conjunction with the VP Adv., the President, the Database manager and other gift officers to grow the major gift program.
- Serve as a liaison to the Board, including providing direct support and guidance to several committees, including the Development, Capital Campaign (ad hoc) and Mission & Trustees.
- Collaborate effectively and strategically with senior College leadership, staff and faculty to develop compelling funding requests and a spirit of philanthropy across all campus constituencies.
- Interface successfully with people of means and influence, including board members, major donors, foundations, corporate and business leaders, friends and alumni to promote the College's priorities and initiatives to advance the institution and recruit necessary volunteers, donors and partners.
- Represent Donnelly publicly at networking and outreach functions, occasionally on evenings and weekends.

### Administrative Responsibilities

- Develop and monitor department budget and spending to reach goals.
- Provide updates to constituent records to reflect interactions and oversee team members' database protocols.
- Ensure Annual Fund plans, policies and procedures are documented and up-to-date.
- Assist with special advancement projects or other duties as needed.
- Serve on institutional committees and other duties as assigned.

### Qualifications

- Bachelor's degree is required.
- Minimum 3 years of progressive fundraising success in events, direct mail, direct solicitation of major gifts from individuals, foundations and corporations. Grant writing or management experience a plus.
- Exceptional communication skills, both oral and written, in addressing internal and external audiences.
- Ability to travel on occasion and work some evenings and weekends.
- Proficiency with Microsoft Word, Excel, Outlook, and research tools. Experience with Raiser's Edge a plus.
- Committed to diversity and serving a diverse population.
- Philosophically aligned with the mission and values of the College.
- Practicing Roman Catholic preferred or able to support Catholic identity.
  - For more information on Catholic identity please use the link <https://www.donnelly.edu/staff/careers> > Click "Questions" and review the article "Catholic Teaching on Special Issues of Concern"
- Must be able to pass a background check and complete VIRTUS Training through the Archdiocese of Kansas City in Kansas.

### How to Apply

Please e-mail your cover letter and resume to [hr@donnelly.edu](mailto:hr@donnelly.edu) with "Director of Development" in the subject line.