



Position Announcement

October 2011

Special Gifts Officer Christian Brothers High School

Christian Brothers High School is a Catholic co-educational, secondary school established in 1876 by the De La Salle Christian Brothers. Christian Brothers High School is the oldest continually operating high school in Sacramento, and has more than 9,000 alumni who hold positions of influence throughout the region. The school community includes 977 students, and enjoys a strong position in the marketplace.

Reporting Relationships

The Special Gifts Officer reports to the Director of Advancement. S/he will be a member of an Advancement team of four. She/he will also work closely with the President of the school.

Position Description

The Special Gifts Officer is responsible for securing capital and endowment gifts (\$10,000 and up). The school's current capital priority is a performing arts center. Growing the tuition assistance endowment is an ongoing priority. The Special Gifts Officer will be responsible for establishing relationships of trust with constituents and connecting them to the unique reasons why Christian Brothers H.S. is an excellent investment of their charitable gifts. Estate planning is a component of the special gifts program.

Qualifications

The ideal candidate will:

- be a person of strong moral character with a demonstrated commitment to Catholic secondary education.
- understand philanthropy and have a demonstrated pattern of personal philanthropy.
- be knowledgeable of the Sacramento area.
- have earned a bachelor's degree, with an advanced degree desired.
- have three or more years of experience in a responsible fundraising position or success in the field of sales.
- exhibit excellent oral and written communication skills, including grant writing.
- Have a willingness to travel. Most travel is local.

Compensation

Salary is commensurate with education and experience. Excellent benefits.

To apply

Submit résumé with cover letter describing interest in position, applicable qualifications, and professional goals by November 11 to:

Peggy Bone, Benefits Coordinator
Christian Brothers High School
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Sacramento, CA 95820-2727
pbone@cbhs-sacramento.org