



Saint James Catholic School

321 Fair Oaks Street • San Francisco, CA 94110

(415) 647-8972 • SaintJamesSF.org

Challenging the Mind, Nurturing the Spirit.

Development Director

Full Time- Exempt

Overview

Saint James is a K-8 Catholic elementary school nestled between Noe Valley and the Mission. Centrally located in the City, St. James lives within two of the most dynamic and vibrant neighborhoods. St. James School serves children of families of diverse cultural ethnic, and socioeconomic backgrounds with all services afforded by the Archdiocese of San Francisco. Empowered by Jesus and His teachings, we accept the responsibility to help develop the gifts and talents of students, parents, and staff alike.

Job Summary

Increase the financial support available to St. James for:

- Tuition assistance
- Program expansion
- Curriculum enrichment
- Capital improvements
- Staff development
- General operations

Develop, improve and expand each school's public relations program as needed by building on the positive relationships with its publics: i.e. students, parents, graduates, parents of graduates, businesses, and the philanthropic community.

Implement a comprehensive and consistent communications program including:

- Periodic newsletters
- Annual report
- Website
- Social media

Marketing/PR

Provision of text and graphic content for inclusion in Vision of Hope's print and electronic media

- Specific Activities
- Research and solicit gifts from foundations, businesses and individuals
- Locate and recruit alumni and coordinate the alumni association and related events and activities
- Build a tuition assistance fund
- Investigate the feasibility of creating or increasing an endowment fund.
- Organize and implement an Annual Fund Drive that includes direct mail solicitation, foundation grants, major gifts, planned gifts and events.
- Write acknowledgement letters promptly in response to all gifts.
- Coordinate the meetings and activities of the local school development / advisory board
- Maintain regular contact with Vision of Hope's Northern California Team
- Work with the principal and local development/advisory board to implement the provisions of the annual agreement with Vision of Hope.

Skills & Qualifications:

- Excellent computer skills including Microsoft Excel, Word, PowerPoint, Google Drive
- Prior experience with DonorPerfect & School Auction.net
- Excellent time management and organizational skills; ability to work effectively to meet deadlines
- Ability to use tact, discretion and maintain confidentiality with sensitive information
- Ability to effectively interact with a diverse community.
- Detail-oriented with exceptional organizational skills and attention to detail
- Able to identify and proactively manage and resolve problems
- Ability to multitask, work independently and exercise good judgment
- Self-motivated with a strong work ethic, dependable and reliable
- Able to build and maintain co-worker, customer & vendor relationships
- Excellent verbal/written communication skills (Fluent in English & Spanish is preferred)

Salary & Benefits

Job Type: Full Time, Exempt position or Part-Time Position. Also Available on a Contractual Project basis.
Salary: Comprehensive benefits package and competitive salary dependent upon experience.

Application Instructions:

Please forward application materials (resume, cover letter) to:

Jorge Zamora

Finance & Human Resources Manager

321 Fair Oaks St.

San Francisco, CA 94110

[Email](#)