

BISHOP MCVINNEY SCHOOL

Dedicated to Peacemaking

Job Description

Job Title: Development Officer, Part-Time

Reports To: Principal

FLSA Status: Non-Exempt, 18 hours, flexible

Date: February 10, 2020

Job Summary

The Development Officer works to meaningfully involve people in the Bishop McVinney School mission and vision for the future, especially the school's Advisory Board, friends of the school, Reading Week participants, local businesses, community organizations, civic leaders, alumni (of Bishop McVinney School and Saint Michael School), faculty, staff, and parents. The successful candidate will raise funds and gifts for scholarships, tuition assistance, and extracurricular educational opportunities for students and families with need, and increase professional development and learning funds for teachers and staff to expand their instructional capacity to teach more effectively second language learners, students with broad cultural diversity, students with significant learning gaps, and students with learning differences.

Essential Job Functions

The Development Officer is responsible for major donor cultivation, planned giving, the school's annual fund campaign, online giving challenges, signature fundraising events, communications and PR with the school's website and social media, business and community partnerships and sponsorships, the school's Sponsor-a-Student Program, and securing grants.

Job Requirements and Skills

- Enthusiasm for serving a faith-filled, joyful, urban student population;
- Previous experience in development or institutional advancement, constituent relations, public relations or direct marketing;
- Excellent organizational capacity and demonstrated ability to be self-directed and self-motivated;
- Superb verbal and written communication skills;
- Demonstrated ability to work well with others including staff, families, students, donors, etc.;
- Bachelor's degree preferred or equivalent experience;
- Comfort with basic software such as G Suite, Excel, MSWord, etc.;
- A Catholic in good standing with the Church.

Mental and Physical Essential Job Functions

| Action | Percent of time action is required | | |
|----------------------------|------------------------------------|----------|-----------|
| | 0 – 24% | 25 – 49% | 50 – 100% |
| Seeing | | | X |
| Hearing | | | X |
| Comprehension | | | X |
| Walking/Standing | | X | |
| Lifting weight: 30 pounds | X | | |
| Climbing/Stooping/Kneeling | X | | |
| Hand/Finger Dexterity | | | X |
| Speaking | | | X |

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Send resume and cover letter to

Mr. Lou Hebert
Bishop McVinney School
155 Goron Avenue
Providence, RI 02905

Or by email to

lhebertbmv@gmail.com

Visit our Website at

<https://bmv-school.org/>

"We are a safe, nurturing and respectful community. We will reach our full potential by growing in mind, body and spirit in accordance with the Catholic faith. We will live out the Gospel. We are peacemakers." --Bishop McVinney School Mission Statement