

EMPLOYMENT OPPORTUNITY AT VILLANOVA PREPARATORY SCHOOL

Villanova Preparatory School, a private, co-ed Catholic Augustinian college preparatory school located in beautiful Ojai, California, is seeking an experienced Associate Director of Development. Villanova Preparatory School, operated under the ownership of the Order of St. Augustine in California, is an International Baccalaureate school accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges. The school attracts highly talented and highly-motivated students seeking a quality educational experience rooted in the Catholic Augustinian tradition.

ASSOCIATE DIRECTOR OF DEVELOPMENT

The Associate Director of Development is charged with supporting the development and implementation strategies for securing financial support for the mission of the school. Solicitations involve reaching out to all constituencies including alumni, parents (current and past), friends and foundations. This position reports to the Director of Development.

Responsibilities

- The Associate Director of Development, in collaboration with the Director of Development and Director of Marketing, is responsible for designing materials, emails and social media postings for our direct mail and electronic fundraising solicitations.
- The Associate Director of Development, in collaboration with the Director of Development and Director of Marketing, will assist in the creation of print materials, emails and social media postings (Instagram, Facebook, Alumni Facebook, LinkedIn etc.) for events and community outreach.
- Conduct research and identify new prospects using our Razor's Edge platform as well as other resources to identify prospective donors to Villanova.
- Collaborate with the Director of Development in the cultivation, solicitation and stewardship of prospective and current donors to include foundations. Participate in the follow-up tasks as requested and needed.
- Working with the development team, the Associate Director will help to organize and coordinate logistics for Development Office events to engage prospects and thank donors. These events include, but are not limited to, the alumni BBQ reunion and the annual Parent Association auction & dinner as well as alumni mixers. Will require work on some evenings, weekends, and travel.
- Responsible for updating our alumni and giving-related web pages on Villanova's website. Tasking requires posting videos, keeping the website up-to-date with current campaigns and giving opportunities, as well as up-to-date information for our Alumni Career Days Speaker Series and other events as necessary.
- Create the annual school calendar (hard-copy) using photos on the drive that were taken from previous years.

Administrative Support

- Ensure all fundraising and stewardship events are represented on the master VPS calendar.

- Responsible for pulling lists and reporting as needed using Raiser's Edge. Needs include guest lists for events, alumni birthday lists, class lists, mailing lists, etc.

Desired Qualifications

- Bachelor's Degree
- Excellent written and verbal communications
- Ability to enter and update data and pull reports using Raiser's Edge or similar CRM
- Basic video editing and familiarity with Youtube
- Experience with Google Docs, Google Forms, Word, and Excel
- Working some evenings and weekends as well as some travel is required
- Experience with event planning
- Experience with Canva and Mailchimp is a plus

Please submit cover letter with complete resume and 3 references to:

Sandi White, Director of Development

swhite@villanovapep.org

(805) 646-1464 ext 118