

Mullen High School Job Opening

MULLEN®
LASALLIAN. CATHOLIC. COLLEGE PREP.

Mullen High School
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www.mullenhigh.com

JOB OPENING

DIRECTOR OF DEVELOPMENT

Position Overview

The Director of Development partners with the President & CEO in the development and monitoring of fundraising strategies to enhance and grow Mullen's philanthropic base of support. The position involves a full range of donor cultivation duties, including developing planned giving as a critical component of a strategic fundraising plan. The position requires working as part of a team to diversify funding resources and engage in long-term financial planning, including creation of an endowment, a planned giving program and other sustainable funding resources. The School's annual budget is \$12,000,000 with currently about \$800,000 in fundraising.

Mission Statement

In the tradition of St. John Baptist de La Salle and the Brothers of the Christian Schools, Mullen High School is a Catholic college preparatory high school whose graduates embrace God's gift of learning, devote their lives to seeking ceaselessly for His learning, and commit themselves to using His learning in the service of others. Mullen's hallmarks are its exemplary teaching, its community of faith, its scholastic rigor, and its care and vigilance for each student.

About Mullen High School

Mullen High School is a Catholic, co-educational, Lasallian college preparatory school (grades 9-12) founded in 1931 by the Brothers of the Christian Schools. Mullen belongs to one of the largest educational networks in the world. Lasallian schools educate over 850,000 students in 80 different countries.

Mullen High School is located on a beautiful 38-acre campus in southwest Denver, Colorado. The school is renowned for providing excellence in academics, spiritual life programs, athletics and extracurricular programs to generations of families seeking a Catholic education. The campus facilities include Administration Office Building, Partner's Hall, Sferra Memorial Resource Center, Rilko Events Center, De La Salle Chapel, the Spirit Center, Hutchison Field House, and Brother Bernard Kinneavy De La Salle Stadium and Athletic Fields.

Director of Development Key Roles and Responsibilities

- Designs, implements, and leads the achievement of a comprehensive development program that currently includes annual and major gifts, special events, and foundations grants. The program needs to be expanded to include a capital campaign and planned giving.
- Articulates in a compelling manner Mullen's vision, mission and programs to stakeholders and prospective donors both in person and by informing the messaging for ongoing communication vehicles.
- Cultivates relationships and manages a portfolio of high-value donors and prospects who have the capacity, interest, and affinity to support Mullen in significant ways while supporting and holding accountable volunteers and staff for their portfolios.
- Collaborates with the Communication and Admissions team to execute a coordinated plan to enhance Mullen's marketing and advance initiatives.
- Leads the Development team and develops and manages annual revenue plans and the department budget.
- Oversees management of the database, including data mining, prospect research and analysis, moves management, and accurate record keeping to ensure donor integrity as well as legal and regulatory compliance.

Director of Development Qualifications

- Ten (10) years of development experience, preferably with an independent secondary school, college or university
- Demonstrated personal success in identifying, cultivating, soliciting, securing, and stewarding six and seven-figure gifts
- Experience managing and guiding capital campaigns
- Ability to work with Board of Trustees and Foundation Board
- Management experience in effectively leading and motivating the development team
- Exceptional interpersonal and communication skills in order to successfully market and communicate Mullen's values and mission and to establish strong and positive internal and external relationships
- Blackboard certified in RE NXT or willingness to complete certification
- Passionate about Catholic education
- Able to identify and implement best practices for development management
- Requires minimal travel (10-15%)

Education

Bachelor's degree is required, Master's degree is preferred.

Salary and Benefits

This is a full-time position. Salary is competitive and commensurate with experience and qualifications.

Application Process

Qualified candidates are asked to submit electronically a letter of introduction, a resume, and the name, address, phone number and email address of five professional references to:

Mullen High School Director of Development Search

HR@mullenhigh.com

Review of resumes will begin immediately and continue until position is filled.