

Development Director  
Saint Albert Catholic Schools  
400 Gleason Ave  
Council Bluffs, IA 51503

With an enrollment of over 700 pk-12 students, the Saint Albert Catholic Schools offer a small-town, Catholic school atmosphere within the Omaha/Council Bluffs metropolitan area. The Saint Albert Catholic School system prepares students to excel, graduate, and succeed in post-secondary education. Over thirty percent of our families receive tuition assistance, and nearly twenty-five percent come from non-Catholic families. Saint Albert is a school system that proudly supports learners of varied academic ability, economic means, religions, and ethnicity.

Parents are attracted to the faith-based Catholic education in a safe, orderly, purposeful learning environment. Our students come from Council Bluffs, the surrounding communities, varied faiths, and multiple foreign countries to learn and grow with us. Saint Albert students benefit from the high academic expectations, small class sizes, and dedicated teachers. Students of Saint Albert Catholic are expected to distinguish themselves through their achievement, appearance, effort, and attitudes. As such, our students have built rich traditions and earned respect for their many academic, athletic, and activity accomplishments. Our alumni continue to distinguish themselves as purposeful community leaders, and the Saint Albert Catholic Schools have earned recognition as a valuable community asset.

The Saint Albert Catholic School system is currently seeking a highly qualified Development Director to lead the expansion of existing development activities. The successful candidate will work closely with the school president, school staff, local pastors, the area board of education, foundation board, alumni, friends, and benefactors to generate development revenue and secure the financial security of the Saint Albert Catholic Schools.

Essential duties include, but are not limited to . . .

Day-to-day leadership, planning, and management of the development program and its on-going activities.

Stewardship and relationship building with alumni, benefactors, and friends of the Saint Albert Catholic Schools.

Donor research, cultivation of major gifts, and coordination of planned giving.

Coordination of major events including the annual appeal and benefit auction.

Engagement and cultivation of donor relationships with local and regional business and corporations.

Collaboration with School Community Relations, Finance Office, and support staff in on-going marketing and communication with the school community, gift recording, and donor communication.

Coordination of alumni newsletters and annual development report.

The position is open until filled, and candidates are encouraged to submit their application materials at their earliest opportunity.

Credentials are reviewed upon submission, and the most promising candidates will be contacted for initial screening.

Qualified candidates are encouraged to submit a letter of application, resume, listing of references, and representative work samples electronically or via mail. Upon request, applications will be treated in confidence until such time as the applicant and Saint Albert mutually agree to contact references and previous employers.

Applicants may inquire about the position or submit application materials to

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