

Director of Development

Christian Brothers Academy

Albany, New York

Founded in 1859 by the DeLaSalle Christian Brothers, Christian Brothers Academy is a college preparatory junior and senior high school for boys. Centrally located within New York's Capital District region on its new campus in Colonie, New York, CBA's mission is to instill Christian values and provide a demanding academic program within the LaSallian tradition. CBA is a school committed to meeting the needs of the individual, as it develops a boy's full potential and guides him toward a role as a contributing member of society. CBA is accredited by the New York State Board of Regents and the Middle States Association for Colleges and Schools. Its senior high JROTC program has obtained the designation as an "Honor Unit With Distinction," the highest ranking available from the United States Department of the Army.

CBA seeks a motivated Director of Development who will foster the mission of the Christian Brothers and position CBA to continue its proud tradition of excellence in the Capital District region for another 150 years. The Director of Development will report to the School's Principal. Essential responsibilities and duties will include the following:

- Working with the Board's Development Committee to develop and implement annual fund-raising and eventually capital campaign goals;
- Developing and implementing a comprehensive fund-raising program that includes major gifts from alumni and, to a lesser extent, private charitable foundations and corporations;
- Overseeing all annual giving programs and fund-raising events;
- Overseeing donor database, gift processing, financial reporting and donor acknowledgment;
- Possessing advanced computer skills, with proficiency utilizing donor databases; and
- Working with the school's Alumni Relations Office to create and develop a highly effective and sustainable volunteer component to the annual giving program.

Qualifications:

Education: Bachelor's Degree.

Experience: At least five years of fund-raising experience, preferably with an educational institution. Exhibit experience and comfort working with major donors. Management experience executing capital campaigns preferred.

Skills: Excellent written and verbal skills, with the sophistication and comfort to solicit highly successful alumni. Ability to motivate and work with Development and Alumni Relations Office staff and volunteer campaign participants. Ability to communicate clearly with alumni and Board of Trustees members.

To apply, please send your resume, cover letter and salary requirements to:

James Schlegel, Principal
Christian Brothers Academy
12 Airline Drive
Albany, New York 12205

Or e-mail: hr@cbaalbany.org

CBA is an equal opportunity employer.