



CHRISTIAN BROTHERS HIGH SCHOOL

Position: Director of Parent Relations

Reports to: Director of Philanthropy

Employment Status: Full Time, 12 months

FLSA Status: Exempt

Compensation: A competitive salary and benefits package is offered, commensurate with experience.

Position Description

Christian Brothers High School (CBHS) has an exciting employment opportunity for a Director of Parent Relations within their Philanthropy department. Reporting to the Director of Philanthropy, the Director of Parent Relations will construct a strategy that develops and fosters relationships within our parent community, while overseeing a portfolio of donors, and leading the planning, development, facilitation and execution of events that advance the strategic initiatives of CBHS.

The role of Director of Parent Relations requires effective cultivation, solicitation and stewardship of parents and alumni parents of the school. The ideal candidate is a confident leader who is exceptionally well organized and detail-oriented, with a successful track record in fundraising and/or philanthropy.

Essential Job Duties and Responsibilities

1. Design and facilitate a strategic plan for parent programming
2. Implement all foundational operations and best practices in support of the donor lifecycle – identification, cultivation, solicitation and stewardship
3. Implement best practices for event planning and execution
4. Identify, cultivate, solicit and steward a new metrics-driven portfolio of parent donors and grow the portfolio over time in support of the School President and Philanthropy department.
5. Serve as a liaison and provide enthusiastic support of the Lasallian Parent Ambassadors (LPA) and the Auction Committee.
6. Utilize best practices in communication to parents to keep them informed of upcoming events and meetings.
7. Assist with the logistics, planning and execution of new philanthropic events.
8. Collaborate with the Philanthropy department team and other colleagues to identify upcoming opportunities, latest trends for events and fresh approaches for enhancing parent programming.
9. Work closely with the President/CEO, Director of Philanthropy and Director of Admissions to identify prospective major donors.

10. Plan and facilitate a strategy that includes developing timelines, managing budgets, creating printed materials, overseeing mailings and communications, and coordinating logistics, volunteers, and vendors.
11. Performs other duties as assigned by the Director of Philanthropy.

Job Qualifications and Competencies

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Demonstrated recent and relevant experience in philanthropy. Four or more years of experience in soliciting major gifts, event planning and volunteer management in a school or nonprofit organization preferred.
3. Education equivalent to a bachelor's degree from an accredited organization.
4. Excellent interpersonal skills, marked by the virtues of equity, inclusion and respect.
5. Excellent oral, written and verbal communication skills.
6. Poised, diplomatic and organized, serving as guide to multiple staff members and volunteers for event planning and parent engagement.
7. Self-motivated, ability to work independently and take initiative to meet deadlines in a time-sensitive and fluid environment with attention to detail and accuracy.
8. Demonstrated ability to work as an effective team member and manage multiple projects in a fast-paced environment.
9. Ability to manage budgets and exhibit fiscal responsibility.

Interested parties meeting the qualifications and competencies above are encouraged to submit a cover letter and resume to hr@cbhs-sacramento.org. Position is open until filled.