

Bishop O'Dowd High School
Director of Leadership and Planned Giving
Salary Range: \$120,000 - \$135,000 DOE
Location: Oakland, CA

The O'Dowd development team secures philanthropic resources that propel the work of our faculty, establish access, equity, and belonging for our students, and empower O'Dowd to realize its fullest potential, securing the school into the future.

POSITION SUMMARY

Bishop O'Dowd High School seeks a Director of Leadership and Planned Giving to qualify, further cultivate, and manage donors to support the strategic fundraising growth of the school. The ultimate focus of this position will be to manage long-term leadership and legacy giving programs for O'Dowd to best maximize the generosity and potential philanthropic donor impact over the course of the next 3+ years, especially as O'Dowd gears up for a coming capital campaign. This individual will be responsible for refining and building a program to qualify, identify, cultivate, and ultimately solicit and steward donors and prospects. Reporting directly to the Chief Development Officer this individual will help the school to realize its fullest potential in its pursuit to advance the mission of the school.

RESPONSIBILITIES

Leadership Gift Portfolio Management

- Qualify, cultivate, and grow a portfolio of 75-100 leadership gift prospects capable of making five-to-six figure philanthropic commitments. Portfolio will be comprised of 1/3 existing qualified donors and 2/3 newly identified and qualified prospects.
- Identify and qualify new leadership gift prospects and create a comprehensive strategy for donor cultivation, solicitation, and retention. Meet predetermined number of gift proposals and personal visits each fiscal year.
- Partner with development staff and/or volunteers on prospect qualification by providing background research, strategic guidance, and assistance with potential or cultivation-stage donor communications.
- Ensure that key prospects are actively managed by meeting and corresponding regularly with them; communicate fundraising goals and move prospects through the qualification pipeline.
- Qualify 50-75 new prospects per year over the course of three years (for a total of 150-225 qualified prospects over a three-year period), with a goal of 50-75 new leadership gift prospects being added to the donor network for solicitation in 2026-2028.
- Enhance the operational efficiency of O'Dowd's leadership giving program by adhering to and building upon existing systems and processes—from tracking prospect activity to qualification techniques to reporting—to ensure that they align with needs.

- Collaborate on campaign fundraising including campaign planning, marketing, solicitation, board and volunteer relations, recognition events, and stewardship.
- Work strategically, as assigned, to communicate fundraising priorities.

Legacy Giving Program

- Establish a plan, including specific goals and timetable, to cultivate and solicit prospective planned gifts.
- Provide leadership in legacy giving program planning – supporting and monitoring the work of fundraising colleagues and integrating legacy marketing and lead generation into the school’s communication efforts.
- Work closely with department staff and key volunteers including Board members to qualify, cultivate, solicit, and steward new prospects for legacy gifts.

Responsibilities and General Operations

- Lead the Senior Class Campaign annually, building and leading the campaign committee each year and strategy and partnering with colleagues on solicitations.
- Liaise with Development colleagues to develop, plan, and participate in donor engagement events.
- Work with the Chief Development Officer to develop strategies for increasing support for O’Dowd’s annual, capital, endowment, and other specific giving priorities.
- Ensure relationships are developed with alumni and families through engagement tactics that complement fundraising activities.
- Engage with the O’Dowd community beyond development initiatives to represent the school authentically.
- Other duties, as assigned

EXPERIENCE, KNOWLEDGE AND SKILLS

- A belief in Catholic school education, keen understanding of O’Dowd’s mission and goals, and the ability to articulate its uniqueness and relevance.
- Minimum of 4 years frontline fundraising experience in a mission-driven nonprofit institution. A strong record of closing five and six figure gifts. Bachelor’s degree required.
- Excellent communication skills and a strong ability to inspire and engage a wide range of donors and build long-term relationships in order to close major and leadership gifts.
- The ability to provide thoughtful insights and high-level strategic input in all areas of fundraising and prospect management.
- A working knowledge of constituent management systems, Microsoft Windows and Google suites.
- A solution-oriented mindset, a demonstrated sensitivity in handling confidential information, strong skills in diplomacy, communication, collaboration, and a sense of humor.
- Some weekend and after-hours work required.

Please submit your resume, cover letter, and salary requirements to:
<https://bishopodowd.bamboohr.com/careers/212?source=aWQ9MjM%3D>

Bishop O'Dowd High School is an equal-opportunity employer and does not discriminate in its employment policies and procedures. It follows the Diocese of Oakland's policies prohibiting illegal harassment, retaliation, or discrimination. However, as a Roman Catholic high school with a stated mission, goals, and objectives that clearly reflect the teachings and educational philosophy of the Diocese of Oakland, Bishop O'Dowd High School reserves the right to require all current and prospective employees to commit to carrying out their duties and responsibilities in a manner that clearly and unconditionally demonstrates support of and respect for the school's mission and Catholic identity. Persons who in good conscience are unable to agree to this commitment should not seek or accept employment at Bishop O'Dowd High School. As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.