SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Director of Development

Date: 5/14/2026

Location: Wauwatosa, WI

Department: Director of Development

General Summary: The Director of Development will lead and manage the Central Pacific Province development efforts, focusing on fundraising, donor relations, strategic planning, planned giving, alumnae relations, special events, and grant writing. The role involves creating strategies to strengthen philanthropic support and managing a team to execute development programs effectively. Travel is required throughout the province, in particular, Minnesota, St. Louis and in the south where a larger concentration of donors and Resource Development staff are located.

Essential Duties and Responsibilities:

1. Integrates the mission and philosophy of the School Sisters with the Resource Development staff.
2. Conducts oneself in a professional manner.
3. Oversees and evaluates the success of the annual giving program, special appeals, and annual events.
4. Develop and implement a comprehensive annual and multi-year fundraising strategy with measurable goals; regularly track, analyze, and report progress to the Provincial Council.
5. Supervises Resource Development staff to create a collaborative, team-building environment.
6. Manage and personally cultivate a portfolio of major and principal gift prospects through strategic moves management, including in-person visits, solicitations, and stewardship.
7. Provides ongoing education for staff on major gifts and donor relations.
8. Develops new strategies for building relationships of new donors that assists in growing the number of donors and increasing gift revenue.
9. Oversees the integrity and strategic use of the donor database (Virtuous), leveraging data analytics to inform decision-making, segmentation, and campaign performance.
10. Networks with local and regional development groups.
11. Collaborates and meets regularly with the Directors of IT and Communications.
12. Prepares and monitors the annual department budget.
13. Ensures development best practices, policies and procedures.
14. Follows Safety procedures.
15. Performs other tasks as assigned by the supervisor.
16. Attends workshop, in-services and employee meetings as required.

Education and Experience

- Bachelor's Degree in Business Administration/Management, Nonprofit Management or similar is required.
- Minimum of 3-5 years supervision experience is required.
- Minimum of three to five years of experience with major gift solicitation, including knowledge of various development areas including annual giving, grant writing, donor relations and special events.

Experience, Knowledge, Skills

- Thorough understanding of the commitment to the mission, history and ministries of the School Sisters of Notre Dame.

- Ability to communicate effectively with current and prospective donors the special mission of SSND and its relevance to today's world.
- Ability to meet people with ease and work effectively with volunteers.
- Ability to travel.
- Ability to write and edit effectively, and to communicate with the written and spoken word
- Intermediate to advanced skills and knowledge of Microsoft Office (Word, Outlook and Excel) and Virtuous or a similar CRM database system.
- Proven track record of 3-5 years in closing $1,000 to $5,000 or more with special emphasis on legacy gifts.
- Proven track record of being resourceful in identifying new prospects and expanding one's portfolio of donors.
- Effective organization skills, reliable in fulfilling obligations, careful about detail and thorough in completing projects, assignments and deadlines.
- Able to work under pressure with many priorities and deadlines.
- Knowledge of business and management principles involved in strategic planning, resource allocation, budgeting and fiscal management.
- Knowledge of principles and procedures for personal recruitment, selection, training and supervision.

Job Type: Full-time, Exempt, Salaried

Benefit Eligible: Medical, Dental & Vision Insurance, STD, LTD & Life Insurance, 403b Benefits, Paid-time-off and Holiday Pay

If you are interested in this position, please complete an application.

If you have any questions, contact:
Lindsey Scales, Human Resources
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