



ST. JOHN'S SCHOOL

GUAM, USA

Position: Part-Time Development Officer

The Development Officer plays a critical role in planning, implementing, and managing fundraising initiatives to support the financial sustainability and growth of St. John's School. This position involves building and maintaining relationships with donors, alumni, parents, and community members to secure financial support for the school's programs and projects.

Fundraising Strategy:

- Develop and implement a comprehensive fundraising strategy aligned with the St John's School mission, goals, and financial needs.
- Identify potential funding sources and opportunities for grants, sponsorships, and partnerships.
- Collaborate with the development team to set fundraising targets and develop action plans.

Donor Relations:

- Cultivate and maintain positive relationships with current and potential donors, including alumni, parents, local businesses, and foundations.
- Coordinate donor stewardship activities, such as personalized communications, events, and recognition programs.
- Keep donors informed about the impact of their contributions and maintain transparency regarding the use of funds.

Events Management:

- Plan, organize, and execute fundraising events, including but not limited to galas, auctions, giving days, and donor appreciation events.
- Collaborate with other school departments to ensure seamless coordination of events and maximize attendance and fundraising potential.

Grant Writing and Proposals:

- Research and identify grant opportunities from government agencies, foundations, and corporations.
- Prepare compelling grant proposals, applications, and reports, ensuring compliance with funding requirements.

Campaign Coordination:

- Lead and coordinate capital campaigns, annual giving campaigns, and other fundraising initiatives.
- Develop marketing materials, annual reports and communication strategies to promote fundraising campaigns effectively.

Database Management:

- Work with the business office to maintain accurate and up-to-date records of donors, gifts, and interactions using a donor management system.
- Generate reports and analytics to evaluate the success of fundraising efforts and inform future strategies.

Other duties as assigned.

Qualifications:

Bachelor's degree in a relevant field (e.g., business, communications, nonprofit management).

Proven experience in fundraising, development, or related roles.

Strong interpersonal and communication skills.

Excellent organizational and project management abilities.

Familiarity with fundraising software and databases.

Knowledge of educational institutions and the private school sector is a plus.