



## THE DOMINICAN HOUSE OF STUDIES

THE PONTIFICAL FACULTY OF THE IMMACULATE CONCEPTION  
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OFFICE  
OF THE  
PRESIDENT

**Position: DIRECTOR OF DEVELOPMENT**

**Location: Washington, D.C.**

### **Job Description and Responsibilities**

The Pontifical Faculty at the Dominican House of Studies seeks a mission-driven and experienced Director of Development to lead and expand its fundraising program. Reporting directly to the President, the Director of Development plays a vital leadership role in building philanthropic support for the Faculty's mission, with a particular focus on major gift cultivation, donor relations, and long-term strategic growth. The Director leads the development office, oversees all aspects of fundraising operations, and works in close coordination with and under the direction of the President.

Principal responsibilities include:

- Leads the Faculty's development efforts in close coordination with and under the direction of the President.
- Builds and manages a major gifts program, including strategies for identification, cultivation, solicitation, and stewardship of individual donors.
- Personally manage a portfolio of major gift prospects, with an expectation of closing multiple five- and six-figure gifts annually. Moderate travel may be required.
- Advise and support the President on donor outreach and engagement, including briefings, developing stewardship strategies for the President, and joint meetings.
- Cultivate the Faculty's long-term relationships with major donors (relationship-building, giving regular updates, etc.) with the goal of deepening engagement and increasing gift levels over time.
- Recruit, mentor, and manage other development staff to support the Faculty's fundraising activity (including the possibility of a future capital campaign).
- Oversee the preparation of grant proposals, grant reports, and supporting materials.
- Oversee gift processing, acknowledgment systems, and reporting to ensure timely and accurate stewardship.
- Coordinate with the Dominican Friars Foundation of the Dominican Province of St. Joseph (who manage the Faculty's direct mail appeals and its Salesforce donor database).
- Analyze fundraising metrics and provide regular reports on progress toward goals.
- Provide strategic leadership in setting annual fundraising goals and long-term development planning in collaboration with the President and other stakeholders.
- Plan and oversee cultivation and fundraising events
- Represent the Faculty at donor meetings, events, and public engagements.

### **Qualifications:**

- Ten years of experience in years of experience in fundraising, including increasing levels of responsibility and demonstrated success in securing major gifts.
- Exceptional interpersonal, written, and verbal communication skills.

- Experience with building and managing a team.
- At least a B.A. degree;
- Organized, responsible, and self-motivated.
- Meets deadlines and can take responsibility for important projects without requiring close supervision.
- Knowledge of the Catholic intellectual tradition and motivation to spread the faith by intellectual evangelization;
- Expertise in Salesforce or other CRM systems is a plus.

The Pontifical Faculty of the Dominican House of Studies is an apostolate of the Dominican friars of the Province of St. Joseph. The person holding this position will represent the Dominican friars in public, will bear witness to and teach the Catholic faith, and will occasionally lead others in prayer. Applicants must be practicing Catholics in good standing who assent to and profess the Catholic faith in its entirety as presented in the Catechism of the Catholic Church.

This position is a full-time, in-office position in Washington, D.C., and requires full-time residency in Washington.

All staff of the Faculty are encouraged to participate in the regular liturgical life of the Dominican friars (e.g., step away from work for Mass, the daily midday rosary, the divine office, etc.).

**Salary:** Commensurate with experience

**Benefits:** Medical benefits and a retirement plan.

Two weeks of paid vacation; in addition, employees receive paid leave for most public holidays and Catholic Solemnities (e.g., the Triduum, St. Joseph's Day, Immaculate Conception), plus from Dec. 21-Jan. 2 for the Christmas/New Year's holiday.

**To Apply:** Please submit a cover letter, résumé, and salary history, along with the names and contact information of two references, through [the portal at this link](#).

If you have questions, contact Mr. Christopher Tanega at [ctanega@dhs.edu](mailto:ctanega@dhs.edu).