



# DIRECTOR OF PHILANTHROPY

October 21, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING





## BACKGROUND

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**Resurrection College Prep High School** is the largest Catholic college preparatory high school for young women on the North Side of Chicago. Resurrection College Prep, founded in 1922 by the Sisters of the Resurrection, is a Catholic Lasallian school sponsored by the Christian Brothers of the Midwest. With an enrollment of approximately 465 students, Resurrection serves a diverse student population from across the city and suburbs, representing over 100 private and public grammar schools. Resurrection has a long history of encouraging young women to discover their true potential and prepare them for success in college, career, and life.

### Job Summary/Description:

Resurrection College Prep High School seeks a mission-aligned, strategic, and relationship-driven leader to serve as its Director of Philanthropy. This position is critical to advancing the school's vision for growth, strengthening its culture of giving, and building a comprehensive philanthropic program in collaboration with the President.

## Key Responsibilities:

- Develop and execute a comprehensive fundraising strategy aligned with the school's mission and strategic plan.
- Identify, cultivate, and steward major gift prospects and donors.
- Oversee the annual fund, donor engagement initiatives, and segmented stewardship plans.
- Support and coordinate with the President on major donor engagement and campaign efforts.
- Support and collaborate with alumnae and stakeholder engagement staff.
- Collaborate with the Communications Director on case messaging, donor materials, and appeals.
- Track and analyze donor data to inform strategy and improve performance.
- Organize select donor events and ensure meaningful participation opportunities.
- Serve as a key ambassador of Resurrection's Lasallian mission to donors and community partners.
- Other duties as assigned.

## Qualifications:

- Minimum 5 years of progressively responsible advancement or development experience.
- Proven success in cultivating and securing major gifts.
- Strong understanding of fundraising systems, donor pipelines, and philanthropic best practices.
- Excellent communication, interpersonal, and organizational skills.
- Mission-aligned with Catholic and Lasallian values; prior Catholic school experience preferred.
- Ability to think strategically, execute effectively, and work collaboratively across teams.
- Experience supervising or mentoring advancement staff is a plus.

This is a full-time, senior position reporting directly to the President of Resurrection College Prep High School. The Director of Philanthropy plays a vital role in ensuring the long-term financial strength and mission impact of the institution.

## Why Join Resurrection:

This is a unique opportunity to help shape the future of Resurrection College Prep High School at a time of exciting growth. The Director of Philanthropy will play a key role in expanding scholarship opportunities, supporting faculty development, and advancing capital projects that will strengthen the student experience for years to come.

Interested candidates are asked to submit the following materials to Marie Keith, Vice President, Education, at [Marie@CatholicRecruiter.com](mailto:Marie@CatholicRecruiter.com). Please put "Resurrection College Prep High School – Director of Philanthropy" as the Subject. All inquiries, nominations, and applications will be treated with the highest degree of confidentiality and the greatest respect.

- Curriculum vitae (CV)
- Letter of interest
- Statement of fundraising philosophy (1–2 pages)
- Samples of relevant advancement work (e.g., donor communications, campaign materials, stewardship plans)

**Salary:** Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

**Application Deadline:** December 31, 2025

*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Marie Keith

Vice President, Education

Catholic Recruiter Associates

**[Marie@CatholicRecruiter.com](mailto:Marie@CatholicRecruiter.com)**

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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P.O. Box 967  
Ridgefield, CT 06877  
Phone: (203) 438-8475  
[info@catholicrecruiter.com](mailto:info@catholicrecruiter.com)  
[www.catholicrecruiter.com](http://www.catholicrecruiter.com)