



## ***Job Opening 2025-2026 School Year***

### ***Chief Development Officer***

**Mullen High School is seeking to hire an energetic committed individual to serve as Chief Development Officer. This is a full-time, at-will opening for the 2025- 2026 School Year.**

#### Position Overview

Mullen High School, a Lasallian Catholic college preparatory high school in Denver, Colorado, seeks a seasoned development leader experienced in the Denver philanthropic market. The Chief Development Officer (CDO) is a key leadership position responsible for overseeing the school's strategic direction and management of all development-related activities. This includes fundraising, alumni relations, and donor cultivation. Candidates will have a track record of success in orchestrating annual and capital campaigns. In addition, they will understand effective school fundraising practices and how to engage individual and family donors, foundations, and corporations. The CDO will work closely with the President & CEO, the Board of Trustees, the Chief Financial Officer, and the Executive Leadership Team to ensure a robust, sustainable funding model supports the school's Lasallian mission.

At the heart of Mullen High School's mission are the **Five Core Principles of a Lasallian School**, which guide the institution's work and purpose:

1. **Faith in the Presence of God** – A commitment to the belief in the living presence of God in our world and our work.
2. **Concern for the Poor and Social Justice** – Advocacy for and action favoring the marginalized and those most in need.
3. **Quality Education** – A dedication to excellence in teaching and learning, preparing students for meaningful lives.
4. **Inclusive Community** – Fostering a spirit of belonging, respect, and support for all individuals.
5. **Respect for All Persons** – Honoring the dignity and worth of every individual as created in God's image.

***This is a full-time position for the 2025-2026 school year.***

Salary Range: \$100,000-\$120,000

depending on experience, education and background

Mullen reserves the right to pay more or less than the posted range.

Mullen reserves the right to interview only candidates that meet the job requirements and qualifications.

*Mullen offers a competitive benefits package to include health insurance and partial paid dependent premiums, employer paid defined benefit retirement plan, employer 403(B) contribution and employer partial match, employer paid life and disability insurance, cafeteria plan and generous paid time off.*

Key Responsibilities

- **Strategic Leadership and Planning:**
  - Develop and implement a comprehensive development strategy to support the school's financial needs and long-term sustainability.
  - Collaborate with the President & CEO and Board of Trustees to set development goals that align with the school's mission and values.
  - Promote the Lasallian Catholic identity and values through all initiatives
- **Fundraising and Development:**
  - Lead the school's annual giving campaign, capital campaigns, planned giving and major gifts program.
  - Cultivate, solicit, and steward major donors, foundations, and corporate partners.
  - Develop and maintain a pipeline of potential donors through research, cultivation, and personalized engagement.
  - Manage fundraising volunteers by creating individual pipelines and tracking portfolios for each volunteer.
  - Organize and lead events to raise funds, foster community, and acknowledge donors (e.g., fundraising galas, reunions, and donor stewardship events).
  - Maintain and track professional donor communication through various outreach while utilizing Raiser's Edge NXT database.
- **Alumni Relations:**
  - Build and maintain a strong alumni network, creating opportunities for engagement and giving.
  - Lead the Alumni Advancement Coordinator in planning and executing events, reunions, and networking opportunities that connect alumni to each other and the school.
  - Promote alumni involvement in school activities, mentoring programs, and student recruitment.
- **Team Leadership and Development:**
  - Manage and mentor the Development team, including staff responsible for fundraising, and donor and alumni relations.
  - Provide professional development opportunities to the team and ensure alignment with the school's strategic priorities.
  - Foster a collaborative and results-driven work culture that promotes excellence in all areas of fundraising.

- Financial Management and Reporting:
  - Develop and manage the development budget and work closely with the CFO/ Business Office to track fundraising progress and campaign goals.
  - Work with the CFO to ensure the appropriate stewardship and reporting of gifts.
  - Provide regular reports to the President/CEO, Board of Trustees, and other stakeholders on development activities, results, and strategies.

**Qualifications:**

- A deep commitment to the Lasallian Catholic mission and values of the school.
- Bachelor's degree required.
- Advanced degree (e.g., Master's, MBA) preferred.
- Minimum of 10 years of experience in development, fundraising, or a related field, preferably within an educational or Catholic setting.
- Proven track record of successful fundraising, including experience with major gifts, capital campaigns, and annual giving programs.
- Strong leadership and team management skills with experience in mentoring and developing staff.
- Excellent written and verbal communication, interpersonal, and networking skills.
- Strong organizational and project management skills, with the ability to manage multiple initiatives simultaneously.
- Ability to build relationships with key stakeholders, including alumni, donors, parents, faculty, staff, and community leaders.
- Knowledge and experience with donor management software, Raiser's Edge NXT, word processing, and spreadsheets.
- Familiarity with best practices and evolving trends in development and fundraising.
- The nature of fundraising work combined with the vibrant life of the Mullen's community will necessitate weekend and evening commitments and participation in various school events for our community.

*Application Deadline: **Friday, March 28th, 2025***

*Interviews will begin for qualified applicants as soon as materials are received*

*Submit cover letter, resume, & three references to*

*[HR@mullenhigh.com](mailto:HR@mullenhigh.com)*