



# Christian Brothers High School

## Job Description

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Job Title: **Director of Parent Relations**  
Reports to: Director of Philanthropy  
Status: Full Time, 12 months  
FLSA Status: Exempt  
Salary: DOE

### **The Mission of Christian Brothers**

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

### **Summary of Position:**

Christian Brothers High School (CBHS) has an exciting employment opportunity for a Director of Parent Relations within their Philanthropy department. Reporting to the Director of Philanthropy, the Director of Parent Relations will construct a strategy that develops and fosters relationships within our parent community while overseeing a portfolio of donors and leading the planning, development, facilitation, and execution of events that advance the strategic initiatives of CBHS.

The Director of Parent Relations role requires effective cultivation, solicitation, and stewardship of parents and alumni parents of the school. The ideal candidate is a confident leader who is exceptionally well organized and detail-oriented, with a successful track record in fundraising and philanthropy.

### **Duties:**

1. Design and facilitate a strategic plan for parent programming.
2. Implement all foundational operations and best practices in support of the donor lifecycle – identification, qualification, cultivation, solicitation, and stewardship.
3. Implement best practices for event planning and execution.
4. Identify, cultivate, solicit and steward a new metrics-driven portfolio of parent donors and grow the portfolio over time in support of the School President and Philanthropy department.
5. Serve as a liaison and provide enthusiastic support of the Lasallian Parent Ambassadors (LPA) and the Auction Committee.
6. Utilize best practices in communication with parents to keep them informed of upcoming events and meetings.
7. Assist with the logistics, planning, and execution of new philanthropic events.

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8. Collaborate with the Philanthropy department team and other colleagues to identify upcoming opportunities, the latest trends for events, and fresh approaches for enhancing parent programming.
9. Work closely with the President/CEO, Director of Philanthropy, and Director of Admissions to identify prospective major donors.
10. Plan and facilitate a strategy that includes developing timelines, managing budgets, creating printed materials, overseeing mailings and communications, and coordinating logistics, volunteers, and vendors.
11. Perform other duties as assigned by the Director of Philanthropy.

### Qualifications Knowledge and Skills

1. Demonstrated ability and desire to embrace ownership of the Lasallian Catholic mission.
2. Excellent interpersonal skills, as indicated by working and communicating effectively with diverse constituents.
3. Excellent oral, written, and verbal communication skills.
4. Must be poised, diplomatic, and organized, serving as a guide to multiple staff members and volunteers for event planning and parent engagement.
5. The ideal candidate is self-motivated and can work independently, and take the initiative to meet deadlines in a time-sensitive and fluid environment with attention to detail and accuracy.
6. Demonstrated ability to work as an influential team member and manage multiple projects in a fast-paced environment.
7. Ability to manage budgets and exhibit fiscal responsibility.

### Education and Experience

1. Education equivalent to a bachelor's degree from an accredited organization.
2. The ideal candidate will be efficient, organized, flexible, and have an aptitude for technology.
3. Demonstrated recent and relevant experience in philanthropy. Four or more years of experience in annual giving, major gifts, event planning, and volunteer management in a school or nonprofit organization preferred

### Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to operate the telephone
5. Ability to lift up to 25 lbs.
6. Ability to operate a computer

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7. Ability to process written, visual, and/or verbal information
8. Ability to operate essential office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests as long as the accommodation would not result in an undue hardship.

Those interested should submit a resume and cover letter to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). Along with your submission in the subject line, please list the title of the position you are interested in applying for. This position is open until filled.

***Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.***

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***This document in no way constitutes an offer of employment nor acts as terms and conditions of employment.***

Christian Brothers High School is an Equal Employment Opportunity Employer.  
Minorities/Women/Veterans/People with Disabilities.

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