



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

JOB DESCRIPTION

Job Title: Director of Strategic Growth	Employment Status: FT – 12 months
Department: Advancement	FLSA Status: Exempt
Reports to: President	Prepared By: Human Resources
Direct Reports: None	Date: 2025

Position Summary

The Director of Strategic Growth is responsible for the identification, cultivation, solicitation, and stewardship of new revenue streams. The Director of Strategic Growth partners with the President and the Chief Financial Officer to strategically build strong external relationships throughout the community.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Revenue Generation and Growth

- Collaborate with the President to support Cretin-Derham Hall's revenue, enrollment, academic, and activities & athletic goals
- Assist in identifying and soliciting business leaders for potential partnerships
- Provide input to the President on operations, budget and other aspects of revenue growth

Community Relations

- Represent CDH at meetings or events in the community and with the Sisters of Saint Joseph of Carondelet, the Brothers of the Christian Schools, and the Archdiocese of Saint Paul and Minneapolis

Competencies

- Proficiency in Microsoft Office, Google Workspace, Blackbaud Raiser's Edge and other position-specific software programs
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors

Supervision

This position reports to the President. Day to day supervision will be minimal with assistance as needed and regular meetings to review project status and priorities.

Work Environment

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, printers, phones, copy machines, and filing cabinets.

This position requires travel within the Twin Cities metropolitan area.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This role requires the employee to sit at a desk for consecutive hours at a time using a computer and other office equipment. Additional physical requirements include occasional walking, bending, crouching, reaching, and lifting.

Expected Hours of Work

Typical work days and times for this position are Monday through Friday, 8:00 AM-4:00 PM. Evening and weekend work will be required as job duties demand. Some travel is required.

Required Education, Skills and Experience

All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.

- Bachelor's degree
- Proven fundraising and/or revenue generating success in the corporate environment
- Commitment to the Cretin-Derham Hall values of Catholic, Academic Excellence, Community, Leadership, Service, Diversity, and Equity
- Interpersonal and community relations skills and the ability to build creative and mutually beneficial relationships within the philanthropic, corporate, public, and nonprofit sectors
- Ability to contribute as a leader and team member towards common goals and objectives

Compensation

The salary for this position is \$100,000.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Health and dental insurance plans for individuals, spouses and families with employer premium contributions
- Employer-paid Life/AD&D and long term disability insurance
 - Employee-paid additional insurance plans for individuals, spouses and families, including vision, FSA, critical illness, accident and voluntary life/AD&D
- 403(b) and defined benefit retirement plans (employee and employer contributions)
- CDH tuition remission

To apply, please send resume and letter of interest to Regan McCormack, Human Resources Manager, at rmccormack@c-dh.org. The application deadline is Monday, August 4, 2025.