About Archbishop Riordan High School
Archbishop Riordan High School is a Roman Catholic secondary school (9-12) in the Archdiocese of San Francisco. ARHS is located on the Southern side of the City of San Francisco and was founded in 1949. Sponsored by the Marianists, Riordan thrives in serving a diverse population of students. For 70 years, the high school served boys, and in August 2020, ARHS will admit the first female students. ARHS is a dynamic school environment ahead of its time in technology and engineering education that is bolstered by a comprehensive Honors and Advanced Placement program.

Director of Development

About the Role
Recently, the outstanding development team has excelled in garnering community support around the improvement of facilities and the support of academic and extracurricular programs. The Director of Development oversees six development team members including Communications, Events and Planned Giving, Alumni, Annual Giving and Parent Giving, and a Database Manager. The Development Director reports directly to the President and makes regular reports to the Board of Trustees. The Director of Development is also the administrative lead for the Development Committee of the Board of Trustees. The Director of Development is primarily responsible for generating interest, enthusiasm, and financial support for the school. The work requires frequent night and weekend events and meetings.

Qualifications
The ideal candidate must have a successful history of raising money for schools or non-profit organizations, possesses a graduate degree, and has a proven track record of professionalism. The ideal candidate is also an excellent communicator and a talented writer. Familiarity with non-profit and/or school finance is a requirement.

Interested candidates should email President Currier with a covering letter and curriculum vitae at acurrier@riordanhs.org.

The Archdiocese of San Francisco adheres to the following policy: “All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.” (Administrative Handbook #4111.4)