



Job Description | Senior Director of Advancement

TITLE: Senior Director of Advancement

REPORTING TO: President

STATUS: Exempt

EMPLOYEE CLASSIFICATION: 12-months, Full-time

PRIMARY RESPONSIBILITIES:

- **Strategy, Vision, and Leadership**

Partner with the President as Christian stewards of all institutional resources. Support and execute the President's strategic development plan. Be the primary leader responsible for implementing the plan; establish department metrics; maintain short term fundraising goals considering long-term planning; gather and analyze information to make wise strategic and tactical decisions.

- **Major Donor Relations**

Manage a portfolio of select major donors; create individual strategic relationship plans that incorporate the President as needed; attend prospective and major donor meetings; attend relevant events; identify and communicate to the President about ongoing opportunities for cultivation of current and prospective donors; ensure donor intent; develop meaningful gratitude program for all benefactors.

- **Communications & Marketing**

Create and implement an integrated approach to fund development and successfully implement a comprehensive strategy designed to increase the school's support from the school parent/guardian community, individuals, corporations, foundations, alumni, and other sources. This role is integral in taking the President's strategic plan and vision and articulating it externally.

- **Department Management**

Manage the Advancement Team (alumni, events, database, communications, and office manager); model the values and culture of Servite High School to all staff; support and empower a relationally-driven team; establish systems, standards, and objectives for staff; monitor and correct strategic alignment of all staff efforts; facilitate the sharing of resources and best practices across the department; recruit, train, and evaluate staff; maintain a strong sense of team and missional focus.

KEY VALUES:

- A practicing Catholic with sound knowledge of the Catholic faith;
- A passion for and commitment to the mission of Servite High School;
- A strong sense of integrity, poise, confidence, and initiative; and
- A disposition of humility and collaboration

KEY BEHAVIORS:

- Relational, communicative, and visionary
- Opportunistic and problem-solving
- Systematic and high standards

ESSENTIAL SKILLS:

- Skilled writer and proficient proof-reader
- Demonstrated verbal and written communication skills
- Ability to communicate effectively with colleagues, parents, benefactors, and others in our community
- Process-oriented and has a desire to work with cross-functional departments
- Ability to take direction, assign work, and take responsibility for its completion
- Ability to work independently with minimal or no supervision.
- Ability to work cooperatively with others
- Ability to accept direction and constructive criticism
- Ability to complete tasks in a timely manner
- Ability to effectively multitask and manage multiple projects
- Ability to maintain consistent attendance and punctuality

**This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.*

QUALIFICATIONS:

To successfully perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Have at least eight to ten years of professional experience, preferably with school or nonprofit fundraising and major gifts.
- Be highly effective in forming trusting relationships with donors, external stakeholders, and colleagues.
- Be able to motivate others to galvanize around the mission, academics, and distinct Catholic culture.
- Demonstrate an ability to identify needs and areas of opportunity, accompanied with a willingness to take initiative to address them.
- Be excellent in delivering clear and compelling content in many forms—written, verbal, visual—to several different audiences.
- Possess superior organizational, project-management, and time-management skills to ensure the successful execution of competing deadlines.
- Seek the well-being of the mission overall.

PHYSICAL DEMANDS:

- The ability to lift 25/50 pounds
- The ability to stand/sit for long periods of time
- The ability to be mobile for outside conferences, retreats, or fundraising events

REASONABLE ACCOMMODATIONS:

The School will provide reasonable accommodations to qualified individuals with a disability in order to enable them to perform the essential functions of this job.

APPLICATION REQUIREMENTS:

Please send a cover letter, resume, and contact information for three professional references to cweir@servitehs.org.