

**Position Title:** Advancement Director

**Department:** Advancement

**FLSA Status:** Exempt

**Full-time/Part-time:** Full-time

**Benefits Eligible:** Yes

**Posting Closes:** 2/22/12

**Position Summary:** The Advancement Director, the chief advancement officer of the school, is appointed by and reports directly to the President. The purpose of the position is to work with the community to build and sustain a strong bond of support for the school. The Advancement Director will help to acquire resources to provide financial assistance to students as well as to continue the growth and renovation of the present facilities. The Advancement Director organizes, directs, builds and coordinates the activity of the office and executes all work in accord with the philosophy and goals as outlined in the Mission Statement, the Strategic Plan and the Development Plan of the school. The Advancement Director is an ex-officio voting member of the Salpointe Catholic Education Foundation and serves on the school's Marketing and Communications Committee, Capital Campaign Committee, Finance Committee, and Strategic Planning Committee. The Advancement Director also coordinates the school's marketing and PR plan and works with the Alumni Office to ensure a strong bond of collaboration and support.

**Key duties and responsibilities of the position:**

**A. Fundraising:**

Coordinates and directs all fundraising activities such as annual appeal, student fundraiser, planned giving, tax credit revenues, capital campaign, endowed financial aid fund, non-endowed financial aid fund, etc. In addition this position directs fundraising activities of Salpointe's support groups: SCEF, Thrift Shop, Golf Tournament, etc..

**B. Internal and External Community Relations/Communications:**

- Responsible for all internal and external communication with all constituency groups.
- Oversees and works with various subcommittees of the Board of Directors.

- Prepares regular articles, features, and announcements for publication regarding programs of the school.
- Oversees the Salpointe Parent Association activities in coordination with the school Event Coordinator; attends SPA board meetings.
- Guides the SCEF and directs the fundraising activities of the board in coordination with established committees. Attends SCEF board meetings and committee meetings: allocations, nominating, strategic planning, membership, finance, basketball raffle, bylaws, and member services.
- Serves as an active member of the SCEF Gala committee; attends all meetings and event.
- Maintains a thorough knowledge of this community as well as knowledge about education, Catholic education and current tax information to benefit constituents. As such, attends appropriate community and school functions, workshops, etc.
- Represents the school as needed in public and community forums when the President is not available.
- Prepares grant proposals as needed. Coordinates and assists in seeking available special grant funds from foundations and similar organizations. Completes follow-up of grants as directed by funding organizations.
- Proofs all programs and materials produced and published by Salpointe intended for public consumption, excluding materials for internal academic purposes..
- Supervises and evaluates the Events Coordinator, webmaster, Major Gifts Coordinator and other advancement support staff.

#### **C. Recruitment Marketing and PR**

Develops and executes the Recruitment, Marketing, Advertising and PR Plan of the school in coordination with the Principal, Admissions Coordinator and appropriate administration.

#### **D. Office Operations**

- Develops an annual proposed budget for Advancement Office activities.
- Oversees mailings related to the Advancement Office activities and updates files and mailing lists. Maintains professional education by

attending pertinent seminars and workshops involving fundraising and public relations techniques.

- Maintains records of financial contributions and acknowledges and records gifts of donors according to IRS regulations.
- Prepares reports on fund raising programs for the President, the Governance Board, the audit and other reports as appropriate.
- Meets with the Advancement Team on a regular basis.

Salpointe Catholic High School offers all employees a wonderful work environment filled with caring and dedicated individuals. Eligible employees receive an excellent benefit package which includes dental, vision, and a flex plan as well as 100% employer paid medical, life insurance, disability and a 401k.

**Preferred Qualifications:**

- Bachelor's degree in Communications or English preferred
- Advanced knowledge of Raiser's Edge, MS Word, Excel, PowerPoint and Outlook
- Excellent problem-solving and analytical skills
- Excellent written, verbal and communication skills
- Excellent public speaking skills
- Ability to maintain confidentiality of sensitive information
- Ability to work independently and multi-task while meeting necessary deadlines
- Solid work history
- Preference given to applicants with Advancement experience in a Catholic School

**Application Process:** Send letter of interest, resume and [application](#) to:  
**Contact Name:** Lee Mathias  
**Email:** [lmathias@lancers.salpointe.org](mailto:lmathias@lancers.salpointe.org)  
**Phone:** 520-547-5888  
**Fax :** 520-547-5895