

SAINT ANNE SCHOOL

TITLE: Advancement Director

COMMITMENT: 15 Hours per Week

REPORTS TO: School Principal and Leadership team

Provide leadership, strategic initiative and management of the Advancement Program. Create and coordinate programs to increase St. Anne School's support base among individuals, corporations, charitable foundations and additional sources. Cultivate and increase the local community's awareness and recognition of St. Anne School as a leader in Catholic School education.

"As each one has received a gift, use it to serve one another as good stewards of God's varied grace."

- 1 Peter 4:10

RESPONSIBILITIES:

1. THE PLAN

Provide leadership in conceiving and implementing a comprehensive development program including timeline and measurable outcomes in the following key areas:

Priority Goals

- Major gifts: Secure significant support (including in-kind gifts) as identified by leadership – to support both Capital initiatives and other prioritized needs.
- Annual giving: Implement annual giving program targeting all constituents ... integral and foundational to all Advancement Programs.
- PA Tax Credit Programs (EITC / OSTC): Build sales program to acquire businesses to participate in this transformative program in which their tax dollars can be directed towards tuition scholarships.

Secondary Goals to become priority in 2-3 years

- Grants: Produce proposals and write appropriately researched grant proposals for procuring funds. Establish database to facilitate

timely, relevant and thorough grant writing efforts. Produce and provide regular detailed accountability reports.

- Planned Giving: Initiate and maintain a long-term planned giving program. Introduce giving society and establish collaborative opportunities to educate constituent base.

2. STEWARSHIP

Develop program in which all gifts of time, talent and treasure are truly recognized and stewarded. Nurture and establish relationships with existing and new donors, respectively. Expand individual, corporate and foundation donor base and oversee and administer donor contribution data and statistics. Actively seek opportunities for donor and volunteer appreciation.

3. REPORTING

Produce and provide regular detailed accountability reports about Saint Anne School's fundraising operations, donor statistics and attrition rates, and other key donor and funding statistics. Maintain database to ensure appropriate reporting.

4. COLLABORATING

Work collaboratively with Pastors, Principal, Parish Managers, Administrators and Marketing Coordinator to ensure an integrated marketing messages to all constituents.

5. SPECIAL PROJECTS

As assigned or needed.

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QUALIFICATIONS:

1. Passion for Catholic education. A belief that Catholic education fundamentally provides our youth an opportunity to encounter Christ.
2. Demonstrated experience helping non-profits meet and exceed budgetary goals for major gifts and fundraising.
3. College degree in a relevant discipline.
4. Excellent oral and written communication skills, including the ability to share passion for the mission.

5. Strong administrative skill and experience, including problem solving, analytical and organizational skills and the ability to develop and execute plans. Creative marketing and writing skills a must.
6. Excellent team-oriented and human relation skills for interfacing and collaborating with school and parish administration, staff, donors, vendors, parents and the general public.
7. Relationship builder with a commitment to work collaboratively with and serve all constituent groups to promote Saint Anne's School mission.
8. Must have sound judgment and have a high level of integrity. Trustworthiness and confidentiality a must.
9. Demonstrated performance as a self-starter with high initiative and flexibility, and the ability to multi-task and meet deadlines.
10. Diverse, in-depth computer skills including social media, Microsoft Office (Word, Excel, and Power Point), and data base required. Graphic design skills a plus.
11. Evening/weekend work occasionally required, as well as travel to cultivate donors.
12. In full communion with the Roman Catholic Church; have an understanding of the practices, teachings and policies of our faith.
13. Will need a criminal background check and be compliant with the diocesan youth protection guidelines.

Please send cover letter, with salary history and resume.