

**St. Thomas More Parish School Church
Archdiocese of Galveston-Houston**

Director of Advancement

The Advancement Director reports to the Principal and is responsible for the advancement and maintenance of an ongoing advancement/development program for the school specifically the Annual Fund. Accordingly, the advancement effort will be designed to promote understanding, acceptance and support of the school's Mission Statement. The advancement program will be designed to enhance the image of the school, communicate more effectively the mission of the school, and obtain support, both human and financial. This is a part-time, 20 hours a week, position.

Essential Duties and Responsibilities

- Plan, oversee, implement and evaluate Annual Fund, including both but not limited to personal solicitation, phone and direct mail campaigns.
- Maintain a donor database.
- Ensure the prompt processing of and acknowledgement of all gifts in compliance with all applicable rules and standards.
- Track and analyze fundraising efforts and make recommendations for improvements and changes.
- Maintain high visibility within the school, and with the external community to raise the awareness of and potential for fundraising.
- Coordinate and file all necessary papers to obtain Matching Funds from participating corporations and/or foundations.
- Develop and manage a reliable and qualified volunteer team to support fundraising efforts.
- Represent the St. Thomas More development program to faculty/parent groups, community organizations, donor/prospect gatherings, etc. and as assigned.
- Maintain a good working relationship with school volunteers and assist them in their needs.
- Actively participate in the identification and cultivation of major donor prospects.
- Engage pastor, principal and members of the community in the process of identifying and soliciting key prospects.
- Actively identify opportunities to engage grandparent, alumni and parish community.
- Monitor income and expenditures to ensure adherence to budget projection and program goals.
- Provide periodic reports to the principal (and others as determined).
- Meet on a weekly basis with the principal to report on recruitment activities and progress for the academic year on meeting established goals.

General Duties

- Attend the STM's staff meetings and serve on committees as appropriate.
- Be accountable for abiding by all St.Thomas More policies and procedures.
- Be accountable for developing and implementing programs and procedures that meet stated objectives.
- Perform other duties as assigned on a needed basis by the principal.

Please email a cover letter, resume and salary requirements to cbowman@stmnews.com with "Director of Advancement" on the subject line.