

Director, Advancement

St. Pius X High School is seeking a talented and knowledgeable Director of Advancement, who the chief fundraising professional at the school. The Director of Advancement supports the mission of the school by embracing the Dominican charism, ensuring a strong advancement program, and providing stewardship and planning for the community. The Director of Advancement reports directly to the head of school and has a consultative relationship with other members of the administration.

Position: Director, Advancement (2024/2025)

Description

FLSA: Full-time, Contract, Exempt

Reports to: Head of School

Schedule: 7:30 AM – 4:00 PM, Monday – Friday, plus scheduled events

Mission: Prayer, Study, Community, Preaching - this is Dominican education at St. Pius X High School. Inspired by Veritas, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.

Responsibilities:

- Creates and implements an annual development plan for developing relationships with current and prospective benefactors and raising the necessary revenue to meet operating expenses, and a three-year plan for the school's development program, which is updated annually.
- Is responsible for procuring major gifts, implementing and maintaining the school's grant writing program, coordinating annual fundraising events, and coordinating the school's communication and marketing program.
- Coordinates meetings with potential major gift donors, conducting face-to-face visits monthly with potential benefactors in the form of Discovery, Cultivation, Solicitation or Stewardship meetings.
- Identifies, cultivates, solicits and closes gifts, maintaining an active pool of prospects in this respect, and solicits the assistance of school administrators, board members, and friends of the school community, as necessary.
- Supervises the school's process of stewarding relationships with benefactors, including prompt gift acknowledgement for all benefactors.
- Coordinates the creation and distribution of the school's newsletter, e-newsletter, mass mailings and marketing materials, working in collaboration with others.
- Oversees maintenance of the school's development database, including records of all gifts and pledges.
- Liaison between Advancement Office and the School Board, Advancement Committee, Strategic Planning Committee, and Foundation Board.

Required Qualifications:

- Commitment to embrace the Mission of St. Pius X High School.

- Bachelor's degree in related field; advanced degree preferred; professional certification (CFRE), is a plus.
- A minimum of five years in planning and administering advancement programs
- Excellent computer skills, including Microsoft Office, and understanding of Raiser's Edge, Donor Search, and Finalsite.
- Highly organized and reliable with demonstrated success working in a quick-paced, dynamic environment with many responsibilities.
- Professional and positive oral and written communication skills.
- Ability to exercise discretion in handling confidential information and materials.
- Completion of safe environment training (currently Safe Haven).

Visit www.stpiusx.org/employment to apply.