

St. Francis Xavier Catholic School

Title: Director of Advancement

Reports to: Principal

Job Goals:

- The Director of Advancement oversees a comprehensive advancement program, including the leadership of a recently launched major gifts program, the establishment of an annual giving program for members of two Catholic parishes, school parents and alumni as well as the business and local foundation community.
- Oversight of two staff members focused on recruitment, enrollment, event management, communications and engagement with alumni.

Note: As the program grows, planned giving and foundation relations will be added to the advancement program along with coordination with the school's business operations.

Performance Responsibilities:

1. Provides leadership and guidance for team members including the Communication Coordinator and Admissions Coordinator
2. Creates and implements a strategic fundraising plan and recruitment activities
3. Assists the Principal and Pastor in identifying needs of SFXCS to be met by advancement activities
4. Plans and administers the office's annual budget
5. Plans, develops, and executes strategies for obtaining donations of annual and major gifts
6. Identifies potential supporters
7. Stewards donor philanthropy
8. Oversees the planning and execution of events to support fundraising, friend raising, and recruitment
9. Leads the development of staff executed communications plan to enhance community awareness, fundraising, recruitment, and alumni relations.

As a member of the St. Francis Xavier Catholic School community, adherence to these community wide expectations is anticipated.

- a. Complies with policies and procedures established for St. Francis Xavier Catholic School in the Diocese of Savannah as outlined in the school's Faculty Handbook, Parent/Student Handbook, and the Diocesan Catholic School' Policy Handbook
- b. Has an overall knowledge of and can communicate the school's mission
- c. Reflects, in personal and professional life, a commitment to Gospel values
- d. Accepts and supports Faith Community not simply as a concept to be taught, but as a reality to be lived in worship, service, and interpersonal relationships
- e. Is punctual in attendance and performance of regular duties
- f. Dresses professionally as outlined in the Faculty Handbook
- g. Attends specified meetings and designated workshops

Minimum qualifications:

- Bachelor's Degree
- Full time, progressive non-profit development experience
- Desire to motivate and build staff competencies
- Strong communication skills as writer and speaker
- Ability to work nights and weekends
- Understanding of the importance of fully integrating into the school, parish, and Diocese and Golden Isles communities
- Familiarity with database applications in recruitment, event planning, communications, and development

Evaluation: Performance of this job will be evaluated following an initial six months and annually thereafter by the principal in accordance with the school calendar