

## **DIRECTOR OF ADVANCEMENT**

The Director of Advancement has responsibility for advancing the mission of the School within its internal and external constituencies. The Director of Advancement implements the school's mission, goals and philosophy in concert with the Administrative Team. The Director of Advancement reports directly to the Head of School and has a consultative relationship with the Director of Finance, Director of Facilities, Academic Dean and Dean of Students and is accountable to the School Board.

### **POSITION RESPONSIBILITIES**

- Oversight and management of all staff positions within the Office of Advancement.
- Direct responsibility for all fund raising within the School, especially capital campaigns, major gifts, and planned gifts and oversight of the Annual Fund.
- Oversight of all events organized by the Advancement Office, including but not limited to, the Raffle/Casino Night and the Gala.
- Responsibility for grant research and grant writing.
- Oversight for the marketing efforts of the Admissions Office.
- Oversight of all external communications of the School, including the Annual Report, *Pius X News*, *Inside Pius X*, press releases and advertising and website content.
- Oversight for the development of Alumni Relations and subsequent programs and events.
- Oversight of all parent and grandparent programs, including but not limited to the Parents Association.
- Working collaboratively with other offices within the School, especially Admissions, Athletics, Campus Ministry and Fine Arts in developing and promoting external programs.
- Responsibility for any programs relating to internal or external constituencies, such as volunteer and donor recognition, receptions, special tours, etc.
- Serves as an *ex officio* non-voting member of the St. Pius X High School Board and the St. Pius X Foundation Board.
- Prepares advancement report for the Head of School and School Board/Foundation Board on a monthly or as needed basis.
- Serves as a member of the Administrative Team.
- Performs other duties as requested by Head of School.

### **QUALIFICATIONS**

College degree and development/advancement experience or nonprofit experience required. Must be able to speak assertively and persuasively with prospective donors about the institution, its needs and to solicit gifts. Candidates should be able to lead, manage and form positive working relationships with three other full-time staff members. Experience with strategic planning and proficiency in use of current technology are required. Salary is competitive and commensurate with education and experience.

**Please submit resume to Head of School Sister Donna Pollard O.P. at [pollardd@stpiusx.org](mailto:pollardd@stpiusx.org).**