



DEAN of INSTITUTIONAL ADVANCEMENT - JOB DESCRIPTION

Status: Administrative/Full-Time

Area: Institutional Advancement

Supervisor: President & Head of School

Position Description

The Dean of Institutional Advancement serves as the Chief Advancement Officer of Northwest Catholic and is responsible for designing and implementing comprehensive institutional advancement programs. The Dean for Advancement manages a team of employees and volunteers focused on the goal of continually increasing constituent involvement and fund raising commitment and outcomes. This position is ultimately responsible for the NWC annual fund, corporate and foundation giving, major gifts, endowment and planned giving, capital campaigns, and alumni and constituent relations efforts, stewardship, and advancement services. This position reports to the President & Head of School and collaborates with the Deans, Directors and NWC School Board.

Duties and Responsibilities:

- ✓ Advance the mission, values, and strategic vision of NWC with the President and senior administrative team.
- ✓ Work closely with the President in all phases of his advancement and campaign leadership activities.
- ✓ Serve as a member of the NWC Senior Leadership Team and maintain close working relationships with members of the School Board and key alumni/parents/friends.
- ✓ Maintain a dynamic portfolio of high net worth individuals and secure major, capital, and planned gifts, as well as annual gifts and endowment support.
- ✓ Create and execute fund raising plans that utilize best practices in annual giving, major donor cultivation, and planned gift programs to meet fundraising goals.
- ✓ Implement dynamic, inclusive processes in all phases of donor qualification, cultivation, solicitation, and stewardship.
- ✓ Prepare for the upcoming 60th campaign through comprehensive and effective campaign planning and execution in conjunction with any/all outside consultants and internal personnel.
- ✓ Manage, train, inspire and guide direct reports and the entire advancement team toward accountable, goal-oriented outcomes.
- ✓ Develop annual plans and comprehensive budgets for Alumni and Parent Relations, Annual Fund, Gift Planning, Comprehensive Campaigns, Major Gifts, Grant Development, Stewardship and Advancement Services.
- ✓ Maintain cooperative working relationships with faculty, coaches, and campus departments whose cooperation is essential to effective outreach and fund raising.
- ✓ Serve as the staff liaison for Institutional Advancement to the School Board and the Board Committees on Advancement and Finance.
- ✓ Provide leadership oversight for all constituent relations programs

- ✓ Oversee and insure proper contact with scholarship donors, including annual financial reports; a brief description of the student recipient's accomplishments; and brief personal thank you note from the recipients
- ✓ Work closely with Director of Communications to implement effective internal and external messaging and methods of advancement communication and social media
- ✓ Serve as an exemplary NWC ambassador in the community, with local leaders, religious organizations, business and corporate partnerships, and other leaders, and build relationships that closely link the community with Northwest Catholic.
- ✓ Be active and involved in the advancement profession and professional networking
- ✓ Embody values of faith, respect, diverse community, leadership and service and education of the whole person.
- ✓ Treat members of the campus community with fairness, dignity, and respect - seeking a spirit of unity and harmony to achieve a common mission.
- ✓ All other duties as assigned by the President.
- ✓ Travel is required: the Dean of Advancement must be willing to travel extensively in his or her work with donors and as a representative of Northwest Catholic

Other Required Qualifications:

Adequate physical ability to navigate our campus and travel

Ability to lift 10-20 lbs

Ability to manage Microsoft Office applications and fundraising software and technology

This is a full-time, twelve month, administrative position. The ability to be available for evening events, weekends and travel is required.

To apply, submit a current resume and a letter of interest to the attention of:

Mr. Christian J. Cashman, Head of School
Northwest Catholic High School
29 Wampanoag Drive
West Hartford, CT 06117
employment@nwath.org