



St. Mary of the Lakes Catholic Church and School in Medford, a growing parish of 4,200 families with a school of 260 students seeks one **Part Time Director of Advancement and Admissions**; DAA. This position reports to the Principal and has the responsibility to design and implement a comprehensive, results-oriented development plan that includes annual fundraising, major and planned giving, campaigns and special events for St. Mary of the Lakes School. All responsibilities are to be in line with the Catholic mission of the Parish and School and candidate must be committed to promoting Catholic identity. The DAA reports directly to the Principal of St. Mary of the Lakes School with accountability to the Pastor. He/she is responsible for constituent relationships, managing data, engaging volunteers when needed and works collaboratively with the school and parish staff, and administrators.

The DAA should be a self-starter, entrepreneurial and creative while being an excellent and engaged team player. The candidate must have outstanding communication skills across a range of constituents.

Qualified candidates should submit their letter of interest, resume and salary requirements by November 16, 2020 to: Maria Sobel, School Principal, at [msobel@smlschool.org](mailto:msobel@smlschool.org). Please include SML#2546 on the email subject line for your application to be considered.