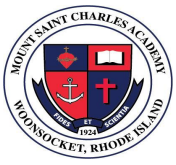




Ministry Description

Position Title: Director of Advancement	Full Time <u> X </u> Ten Month <u> </u> Part Time <u> </u> Twelve Month <u> X </u>
Department: Institutional Advancement	Reports to Title: President
Position Overview: <p>The Director for Advancement is responsible for designing and implementing a comprehensive advancement plan to support all aspects of philanthropic giving and to create a top-notch institutional advancement team. Reporting directly to and working closely with the President of Mount, the position will have responsibility for donor engagement, fundraising, stewardship, and management of the day to day functions of the team. Coordinating all activities for annual giving, capital campaigns, special events, major gifts, alumnae programs, research, donor relations, corporate/foundation relations, and planned giving. The Director for Advancement will support in word and action the mission and philosophy of the school.</p>	
Responsibilities to Mount as a Catholic School: <p>It is not an essential prerequisite that all employees be Catholic. However all employees are expected to respect the teachings of the Church and ensure that all areas of responsibility are operated consistent with the Catholic mission of the school.</p>	
Duties and Responsibilities	
Fundraising: <ul style="list-style-type: none"> ● Work closely and leverage the President in all phases of the President's advancement and campaign leadership activities. ● Provide the President with research, background information, appropriate materials, and recommended strategies for engaging with specific constituents and donors. ● Maintain a portfolio of high net worth individuals and secure major, capital, and planned gifts, as well as annual gifts and endowment support. ● Actively participate in relational individual donor cultivation and solicitation ● Create and execute fundraising 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 100th anniversary through comprehensive and effective campaign planning and execution in conjunction with any/all outside consultants and internal personnel ● Manage the research, writing, and submittal of grant proposals to foundations and corporations ● Develop annual plans and a comprehensive budget for all office functions. ● Disaggregate and target messaging to the alumni base ● Organizes and manages the Foundation Board Board Committee Relations: <ul style="list-style-type: none"> ● Provide training opportunity for Board members and other leadership volunteers ● Assume responsibility for all reports to the Board of Directors and attend meetings as necessary ● Assume responsibility with the advancements and marketing committee of the board to foster and enhance philanthropic giving 	



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Advancement Department Infrastructure:

- Establish and maintain policies and procedures that ensure the integrity and confidentiality of all donor data.
- Ensure donor records and Raiser's Edge are maintained and utilized to fully optimize advancement activities
- Oversee the data collection and analysis efforts to assure the fundraising efforts are data influenced, that efficiencies are maximized, and efforts are properly evaluated.
- Oversee the management of databases and records, files and gift processing.
- Develop short and long-term strategies, goals, and objectives in support of the Mount's strategic plan and mission. This includes the development and implementation of annual plans as well as performance measures to evaluate the effectiveness of all aspects of the Advancement program.
- Collaborate with Admissions and Marketing to communicate consistent messaging across all departments of the Mount.
- Maintain accurate accounting of all unrestricted, temporarily restricted, and permanently restricted income and its sources. Interface with the Advancement team and Business Manager to fulfill information requests and maintain reporting accuracy.

Alumni & Community Relations:

- Works with the President to recruit qualified members of the Board of Directors and Foundation Board.
- Maintain cooperative working relationships with faculty, coaches, Parents Council and campus departments whose cooperation is essential to effective outreach
- Provide leadership oversight for all constituent relations programs
- Oversee and insure proper contact with scholarship donors, including financial reports; a brief description of student's recent accomplishments; and a brief personal thank you note from the recipients
- Oversee the planning and production of school advancement and marketing publications like the Mount Legacy Magazine.
- Oversee production of general content for the website, social media, and all forward facing marketing.
- Supervise the development and implementation of alumni relations programs and events, utilizing the gifts and strengths of Mount's alumni base to further the mission of Mount Saint Charles Academy.

Leadership:

- Advance the mission, values, and strategic vision of Mount with the President and senior administrative team.
- Use independent judgment to determine appropriate use of resources for travel to priority destinations nationally to meet with alumni, friends, corporations, foundations, for the purpose of building relationships leading to financial support for the school.
- Manage, train, inspire and guide direct reports and the entire advancement team toward accountable, goal oriented outcomes.
- Ensure that all advancement efforts are directed at increasing donor support and enhancing the potential for future donor involvement.
- Collaborate with staff in a manner that will maximize individual talents and encourage professional growth.
- Willingness to work flexible hours in a variety of tasks, including evening and weekend work when necessary.
- Perform additional duties as assigned by the President



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Qualifications

Required Skills:

1. Natural "networker" adept at developing and maintaining relationships with potential and current donors; demonstrated record of success with personal solicitation of major gifts.
2. Strong verbal and written communication skills
3. Professional, approachable and friendly
4. Respectful of others
5. High level of integrity
6. Efficient and well organized
7. Commitment to diversity
8. Ability to inspire and persuade people
9. Intermediate computer skills; ability to quickly be trained in Google Suites and Raiser's Edge; social media savvy, spreadsheets, and data reporting.
10. Ability to work independently
11. Ability to deliver difficult messages and provide recommended course of action
12. Discretion in handling confidential or sensitive information or situations
13. Team player and ability to work with others inside and outside the school
14. Ability to work well under pressure; results oriented
15. Articulate
16. Self Starter
17. Willing and able to travel

Education/Experience:

1. Bachelor's Degree Required; Master Degree preferred
2. Five years of academic or non profit development or higher education institutional advancement/development experience
3. Five years in team management
4. Proven record of fundraising
5. Success in all areas of advancement including, but not limited to, annual giving, major gift solicitation, marketing and public relations, and admissions.

Job Titles Reporting Directly to this Position:

- Advancement and Marketing Consultant
- Director of Alumni & Community Relations
- Social Media Marketing Assistant



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Job Demands & Conditions Analysis (<u>Director of Advancement</u>)									
O = Occasional, less than once per week			F = Frequent, from 1/3 to 2/3's of time			BLANK= Not Required			
S = Some, less than 1/3 of the time			C = Consistent, more than 2/3's of time						
Physical Requirements	O	S	F	C	Environmental Requirements	O	S	F	C
Sitting				X	Works Alone	X			
Standing		X			Works with Others				X
Walking		X			Customers Contact			X	
Lifting	X				Shift Work	X			
Carrying	X				Extended Day	X			
Pushing	X				Cold	X			
Bending at Waist	X				Heat	X			
Twisting Upper Body		X			Temperature Changes	X			
Climbing		X			Wet	X			
Balancing	X				Humid	X			
Kneeling	X				Noise	X			
Crouching	X				Confined Area				
Crawling	X				High Places				
Reaching		X			Work Outdoors	X			
Working with Hands				X	Work Indoors				X
Working with Fingers				X	Mechanical Hazards	X			
Talking				X	Electrical Hazards	X			
Hearing				X	Explosive Materials	X			
Vision Acuity - Near				X	Fumes	X			
Vision Acuity - Far				X	Odors	X			
Depth Perception				X	Dusts	X			
Field of Vision			X		Mites	X			
Color Vision			X		Gases	X			
Driving	X				Poor Ventilation				