



Cathedral Preparatory School

225 West 9th Street
Erie, PA 16501
p: 814-453-7737
f: 814-453-6180
www.prep-villa.com

Villa Maria Academy

2403 West 8th Street
Erie, PA 16505
p: 814-838-2061
f: 814-836-0881
www.prep-villa.com



Mother Teresa Academy

160 W. 11th Street
Erie, PA 16501
p: 814-455-0580
www.mtasaints.com

Vice President of Advancement

SUMMARY

Erie Catholic Preparatory School, which consists of Cathedral Preparatory School, Villa Maria Academy and Mother Teresa Academy, is seeking an experienced VP of Advancement to join their team. The VP of Advancement is responsible for the design and implementation of the overall advancement program including annual giving, constituent relations, special events, donor and constituent relations, planned giving, major gifts and marketing and communications.

DUTIES AND RESPONSIBILITIES

- Promote an understanding and support of the ECPS mission, vision, and goals.
- Lead the Advancement Office, including a team of professionals; prepare, monitor, and oversee the Advancement budget.
- Create and implement fundraising activities related to annual giving, constituent relations programs, special events, research, donor relations, corporate and foundation relations, and planned giving to ensure a viable and sustainable future for the schools.
- Collaborate closely with the President, Board of Directors, and volunteers on major gift cultivation and solicitation efforts for ongoing fundraising activities and events.
- Manage all marketing and communications including major publications, website, and social media, keeping all members of the school community updated on activities and progress of the advancement program.
- Oversee all Advancement constituent relations activities directed towards alumni, current parents, and all stakeholders.
- Act as a community advocate for ECPS by engaging with community leaders and developing relationships and corporate partnerships.
- Serve as a liaison with both the ECPS Board of Directors and the ECPS Mission Leadership Team through regular Board and Committee participation.

EDUCATION, EXPERIENCE & KEY ATTRIBUTES

- Bachelor's degree is required; master's degree is preferred.
- Minimum of ten years of advancement or fundraising experience is required, preferably in an educational environment.
- Proven track record of fundraising success via campaigns, major gifts solicitations and fundraising events.
- Exceptional professionalism, leadership capabilities, interpersonal and written communication skills are imperative for success.

Qualified and interested candidates, please send a cover letter, resume and professional references to:

Abigail Lechner, Human Capital Associates
2006 West Eighth Street / Erie, PA 16505 / alechner@humancapitalassociates.net