



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

Director of Advancement

SEARCH PROSPECTUS



ST. PIUS X HIGH SCHOOL

HOUSTON, TX

www.stpiusx.org

START DATE – JULY 2022

Partners in Mission School Leadership Search Solutions, LLC



Mission Statement

Prayer, Study, Community, Preaching - this is a Dominican education at St. Pius X High School. Inspired by Veritas, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.



ROLES & RESPONSIBILITIES

DIRECTOR OF ADVANCEMENT

Under the direction of the Head of School, the Director of Advancement is responsible for providing leadership and strategy in managing all advancement efforts for St. Pius X High School.

This individual oversees all fundraising activities relating to annual giving (SPX Fund), major giving, planned giving, capital and endowment campaigns, special events and programs, donor relations/stewardship, alumni relations, constituent cultivation, and other school-related solicitations. The Director of Advancement oversees a team of five.

Accountability:

Hired, supervised, and evaluated by the Head of School
Accountable to and reports to the Head of School

Member of:

Leadership Team, Institutional Advancement Team, staff resource person to the Development Committee of the Board of Directors, and other committees as assigned by the Head of School

Supervises:

Advancement Office personnel and parent, alumni, and student volunteers

FAST FACTS



120+

Enrolled student zip codes



\$73m

Scholarships awarded to graduates over last 7 years



12

Honors courses

Responsibilities:

Institutional Advancement:

Advancement

- Develops short and long-term strategies, goals, and objectives in support of SPX'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.
- Develop and manage an annual budget that is directly linked with the priorities of the Advancement program and the school.
- Generate adequate funds for current operations (SPX Fund), special projects, and capital growth.
- Ensure that all advancement efforts are directed at increasing donor support and enhancing the potential for future donor involvement.
- Communicate a broad understanding of and commitment to SPX's mission, vision, and programs.
- Responsible for all grant research, grant writing, and reporting, as needed.
- Represent advancement interests at the senior administrative level.
- Collaborates with the Leadership Team on special programming and works closely, as one team with the enrollment management office.

Fundraising/Alumni Relations

- Identify, cultivate, solicit, and steward major donors. Develop relationships with key donors and implement strategies that will bring donations to SPX either through direct solicitation by the Director of Advancement or by working with the Head of School, Board members, and volunteers as they contact prospective donors.
- Personally engage in direct solicitation of major donors maintaining an active schedule of solicitation visits.
- Establish and meet mutually agreed upon annual goals for dollars raised and calls made with donors and prospects.
- Focus attention on the Leaders in Veritas group of SPX to identify, cultivate, solicit, recognize, and steward the next generation of major gift donors.
- Oversee planning, yearly solicitation strategy, and schedule for SPX Fund.
- Lead major gift campaign strategies, coordinate the identification, cultivation, and solicitation of top prospects for SPX Fund and campaign initiatives.
- Review annually the source(s) of funds raised and develop strategies for increasing annual fundraising goals.

FAST FACTS



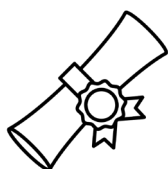
100%

College acceptance rate



12+

International student countries
represented in student body



15

Advanced Placement courses

- Oversee all events (including annual gala, special school events, parent and alumni events, regional alumni programs, recognition events, and special celebrations) that promote the connection of individuals to SPX.
- Work with the Advancement Team to analyze current event programming to determine those with greatest return on investment. Create a plan to maximize impact of event programming, including, but not limited to, expanding regional alumni outreach.
- Cultivate a spirit of participation among alumni of all age ranges.
- Work with the Advancement Team to reinforce messaging and strengthen outreach to current students and young alumni about the “culture of giving” at SPX.
- Steward endowment gifts with data provided by the Business Office.
- Evaluate and enhance the current planned giving program.
- Develop fundraising strategies to achieve long-term endowment goals.
- Oversee gift reporting, acknowledgments, accounting, and data management.

Communications/Enrollment

- With the Director of Communications and the Director of Enrollment Management, plan, implement, annually review, evaluate, and revise a comprehensive long-range communications/marketing plan designed to market SPX for image, enrollment, and resources.
- Together with the Director of Enrollment Management and the Director of Communications, determine a plan, focus, and potential markets for recruitment with annual review.
- With the Director of Enrollment Management and the Director of Communications, oversee all electronic communications and website content for SPX.



FAST FACTS



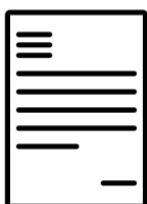
50%+

students participating
in athletics



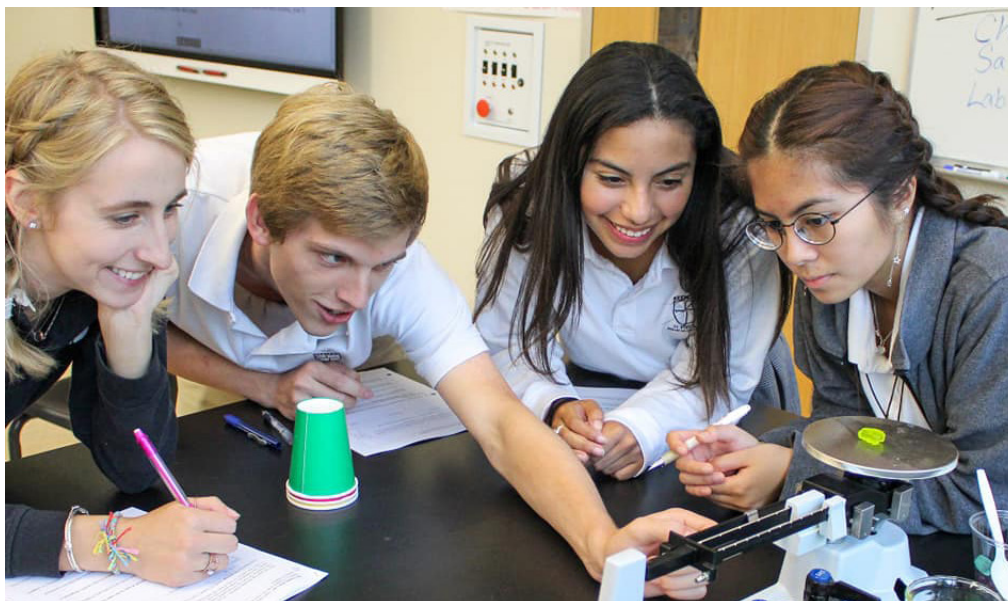
15,582

Class of 2020 Christian
service hours performed



20

Class of 2020 National
Letter of Intent



- Collaborate with Director of Enrollment Management and Director of Communications to communicate consistent messaging across all departments of SPX.
- With the Director of Communications, oversee the planning and production of all external school publications.

Board of Directors

- At the request of the Head of School, attend all Board of Directors meetings to provide information and act as a resource person for pertinent agenda items.
- Prepare Board reports and oversee the writing of individual reports that are prepared by other members of the Advancement Team.
- Serve as liaison to the Development Committee, working with the Chair to set agendas, provide data, recommend fiscal year fundraising goals, and support committee members in completion of their assignments.
- At Development Committee meetings, report the work of staff in pertinent areas.

Head of School

- Provide the Head of School with research, background information, appropriate materials, and recommended strategies for engaging with specific constituents and donors.
- Work with the Head of School and Leadership Team to implement the school's existing strategic plan to more clearly articulate the school's intended actions and operating plans to achieve outlined priorities.



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Houston's Premier Co-Ed Catholic High School

Oversight Responsibilities

- Oversee, set direction, and support goals for each member of the Advancement Team. Ensure that job descriptions for each member of the staff are clear and that annual reviews take place for the benefit of each staff member and the department.
- Collaborate with Advancement Team members in a manner that will maximize individual talents and encourage professional growth.
- The Director of Advancement currently oversees a staff of 5: Associate Director of Advancement, Director of Communications, Associate Director of Communications, Director of Alumni Relations, and the Advancement Office Assistant.

SPX Foundation

- Oversees and plans all aspects of the St. Pius X Foundation Gala.

Liaisons and Other Responsibilities

- Performs other duties as requested by the Head of School.



Assemble all of the application materials in one email to:

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Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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