

**TITLE: EXECUTIVE DIRECTOR OF ADVANCEMENT**

**SUPERVISOR:** President & CEO

**SUMMARY:** The Executive Director of Advancement is responsible for the creation of plans, implementation of strategies, and supervision of fund-raising staff and programs for Incarnate Word Academy for the purpose of strengthening the school's operational vitality through philanthropic support. The Executive Director works as staff liaison to the school board and works directly with the president, advancement team, and principals to carry out the responsibilities of the office.

**DUTIES AND RESPONSIBILITIES:**

Fundraising

- Directs Capital and project campaigns as they are needed, including the design and implementation of case statement support materials, plan of action, and timeline.
- Through database review and personal relationship building, conducts major gift prospect development, cultivation, and solicitation.
- Oversees the implementation of a comprehensive Annual Giving Program.
- Oversees the successful organization and implementation of special events.
- Prepares and directs the production, mailing and distribution of support materials.
- Supervises the management of the database for donor history, record keeping, pledge reminders, and acknowledgment of gifts received.
- Fosters volunteer leadership; recruits and trains volunteers.
- Develops and maintains appropriate donor stewardship program.

Grant Management

- Develops an annual grants strategy based on fundraising priorities and implements accordingly.
- Maintains a tracking plan to coordinate grant application processes to ensure timely submission of all required materials.
- Researches, collects data, writes grants, and coordinates with appropriate faculty/staff for data and documentation.
- Responsible for gift acknowledgement, reporting, and procedural compliance for all grants.
- Serves as primary point of contact for all external and internal questions regarding grants and fund management, grant applications, financial grant reports, online grant management activity and grant reporting.

Advancement Office

- Formulates and monitors Advancement Office annual and long-range plans.
- Communicates pertinent information to campus president and principals in a timely manner.
- Participates in the hiring, evaluation and supervision of staff.
- Evaluates and supervises the donor record, gift processing, and overall database systems.
- Oversees timelines and assignments for the work of the Advancement Office.
- Works with staff to develop and implement programs fostering alumni involvement with IWA.
- Coordinates procurement of supplies and materials for Advancement Office.

- Participates in the annual evaluation of the Advancement Office personnel.
- Serves as designated staff support for the IWA School Board's Advancement Committee and attends school board meetings (five per year).
- Accepts responsibilities and performs other duties as assigned.

#### Public Relations

- Supervises the production of the annual impact report.
- Collaborates with other professional staff of the school for promoting positive internal and external communications.
- Identifies and implements opportunities to promote donor support and recognition.

#### Planned Giving

- Collaborates with the IWA Foundation Development Director to avoid overlap and ensure consistency between IWAF and IWA fundraising activities and messaging.

#### **REQUIRED SKILLS:**

- Capacity to initiate and nurture relationships with potential and current donors
- Exceptional communication and organizational skills
- Ability to manage financial resources and multiple concurrent projects in fast-paced, deadline driven environment
- Working in a collaborative manner with colleagues, volunteers and parents
- Using experience, creativity, and independent thought to develop successful fundraising programs
- Computer literacy required and experience with Raiser's Edge database management preferred

#### **EDUCATION & EXPERIENCE:**

- Bachelor's degree in Education, Marketing, Communications, or related field
- At least five years of successful fund-raising and development experience including experience with capital campaigns, annual and major giving
- Minimum of three years management experience

#### **WORKING CONDITIONS:**

- Full-time position - 40 hours per week
- Evening and weekend time may be required, as well as occasional travel
- Long hours of sitting and using computer and office equipment