



## Director of Advancement

### Job Description

#### *Mission Statement:*

*East Catholic High School is a regional college-preparatory school of the Archdiocese of Hartford. Building on Catholic tradition and the charism of the Sisters of Notre Dame de Namur, we challenge our students to build strong moral character while pursuing academic excellence, responsible citizenship, active participation in community service, sportsmanship, and an appreciation for the fine arts. Guided by the teachings of Jesus Christ, East Catholic is a welcoming environment for all students.*

JOB TITLE: Director of Advancement

STATUS: Exempt

OFFICE: Advancement

REPORTS TO: President

Reviewed: July 25, 2022

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### Position Summary

The Director of Advancement reports to the President and is responsible for the oversight and development of alumni, parent, and student fund-raising efforts. The Director of Advancement works directly with the Advisory Board as a whole and specifically the Advancement Committee of the Board. The Director of Advancement serves as a leader for the Advancement office and all who are employed within that department - setting goals, meeting budgets, and supervising Advancement staff. The Director of Advancement also maintains, recruits, and manages numerous volunteers for a variety of Advancement functions at the school.

### Duties and Responsibilities

- Coordinates and oversees the Annual Fund, including printed and electronic mass mailings as well as individualized/targeted solicitations
- Cultivates donors for major gifts that include capital improvements, scholarships, and endowments.
- Works with Advancement staff to organize, solicit volunteers, and execute major events for the year, including but not limited to: Scholarship Reception, Walkathon, Hall of Fame, Class

Reunions, Spring Event, Memorial Mass, Golf Tournament, Grandparents Day, Regional Alumni Events, etc.

- Assists the Director of Marketing and Communications with publication of the *Eagle* Alumni magazine.
- Identifies and trains Class Agents and Parent Ambassadors to assist with targeted solicitations of specific classes of alumni and students.
- Coordinates planned and endowed giving for those donors who are interested in legacy gifts to East Catholic.
- Researches and writes grant proposals that align with our Mission.
- Maintains and updates our Little Green Light database with the help of the Advancement staff. Constituents include alumni(ae), past parents, current parents, and friends.

**Education/Qualifications**

- The successful candidate will be a trusted professional - personable, goal-oriented, adaptable, strategic – who will thrive in a competitive philanthropic environment
- Preference will be given to a practicing Catholic
- At minimum, a Bachelors Degree
- Minimum of five years experience in advancement, marketing, or an allied field
- Proficient in database management, Excel, and Word
- An ability to embrace and work collaboratively in a highly challenging and visible work environment
- Excellent organizational, time management, and multi-tasking skills
- Experienced and efficient traveler
- Must submit to a background check and VIRTUS training

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Please send cover letter and resume to:

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President  
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