



St. Anne-Pacelli Catholic School is seeking a Director of Advancement and Alumni Relations. The Director of Advancement and Alumni Relations provides leadership, planning and management of and for the Advancement Office and is responsible for planning and executing a comprehensive advancement program to generate gifts from a variety of constituents including alumni, parents, grandparents, parishioners, faculty, staff, students, and friends of St. Anne-Pacelli. The Director of Advancement provides direction and guidance to any school and parish committees on the goals of the Advancement program for St. Anne-Pacelli Catholic School.

REPORTS TO: High School Principal

QUALIFICATIONS:

- Bachelor's degree in related field
- Minimum of 5 years of experience in development and/or fundraising; Certified Fund Raising Executive (CFRE) preferred
- Self-motivated
- Detail-oriented, organized, and timely
- Strong written and oral communication skills
- Ability to work effectively with staff, volunteers, donors, and the public
- Proficiency in field-related software and programs, including Blackbaud, Canva, Microsoft Office and Google Suite
- Pass background check
- Complete VIRTUS training

PERFORMANCE RESPONSIBILITIES:

- Develops and implements a comprehensive and goal-oriented annual fund
- Establishes and sets annual fund goals in collaboration with the school principals and Finance Council
- Coordinates the activities for annual giving, alumni programs, special events, research, donor relations, corporate and foundation relations, and planned giving to ensure appropriate assignments of projects and adequate support for performance of duties
- Manages Georgia GOAL Scholarship
- Identifies, cultivates, and solicits gifts
- Develops, implements, and manages alumni program to include maintaining contact records, coordinating activities, receptions and reunions
- Develops and implements a comprehensive constituent relations program
- Maintains and updates the constituent database

- Develops, implements, and manages future capital campaigns
- Coordinates and submits funding proposals to foundations and corporations
- Completes necessary reporting and follow-up for successful proposals
- Collaborates with director of communications to ensure appropriate communications take place with all members of the school community about the activities and progress of the advancement program
- Works collaboratively with the School Board and Parish Finance Council to develop short and long-term planning for advancement
- Prepares and manages the annual budget for the advancement office with assistance of the Finance Council
- Maintains accurate financial reports and works with business office
- Ensures all donations are promptly acknowledged and donors are thanked for their contributions
- Represents the school in various community and professional activities and organizations (including Association of Fundraising Professionals and Grant Professionals Association)
- Maintains standards of professional competence and code of ethical conduct outlined by CFRE and Association of Fundraising Professionals
- Complies with policies and procedures established by the Diocese of Savannah in accordance with the philosophy of Catholic Education

Interested applicants should send a cover letter and resume to:

Carolyn Brewster
High School Principal
cbrewster@sasphs.net
706-561-8232