

# KENNEDY CATHOLIC HIGH SCHOOL

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[www.kennedyhs.org](http://www.kennedyhs.org)



## **ASSISTANT DIRECTOR FOR INSTITUTIONAL ADVANCEMENT – SPECIAL EVENTS & ALUMNI RELATIONS**

FULL-TIME

### **ABOUT KENNEDY CATHOLIC**

Kennedy Catholic High School is a private Catholic high school located in Burien, Washington. It is the mission of Kennedy Catholic to cultivate a diverse community of learners who encounter Christ, pursue excellence, and lead with love.

### **JOB SUMMARY**

The Assistant Director for Institutional Advancement will ensure continued financial support for Kennedy Catholic by providing direct oversight for advancement events and operations, including fostering relationships with key donors and friends of the organization. This position is responsible for the management of all events that support donor development and fundraising efforts. This is a full-time position reporting to the Director for Institutional Advancement.

### **QUALIFICATIONS**

#### **Education & Experience**

- Bachelor's degree
- Minimum 2 years of marketing, sales, or event planning
- Strong competency in CRM software platforms and/or donor database management, Little Green Light preferred
- Experience working in the non-profit sector, preferably advancement and educational, religious institutions

#### **Knowledge, Skills, & Abilities**

The ideal candidate will possess the following skills and abilities:

- Excellent organizational skills with a keen eye for detail, impeccable follow-up skills, and the ability to manage multiple competing priorities
- Flexible, responsible, and resourceful, with strong time-management skills
- Excellent written and verbal communication skills
- Ability to communicate effectively with all school constituencies
- Ability to generate, share and follow through on ideas to promote Kennedy Catholic

- Ability to work professionally with high level benefactors, alumni, and board members
- Timely email and calendar management, including responding to all meeting invitations and independently resolving scheduling conflicts
- Efficiently support the goals of the school in a variety of unanticipated ways
- Ability to collaborate with colleagues and constituencies from across the school community
- Enthusiasm, flexibility, maturity, and a sense of humor
- Ability to maintain confidentiality and use discretion
- Demonstrated ability as a self-starter with interest in managing multiple projects simultaneously, and the ability to prioritize competing responsibilities to meet deadlines
- Commitment to working in and fostering an inclusive community
- Contribute positively to the overall morale of those within the institution
- Proficiency in data management systems and strong working knowledge of all Microsoft Office programs including Outlook Mail, Word, Excel, and PowerPoint; willingness and ability to learn additional applications as needed
- Passionate about the mission and vision of the school

#### **PHYSICAL DEMANDS**

- Required to work in standard office and school conditions and must be able to move throughout the office and school buildings with movement including, but not limited to, sit, stand, bend, stoop, reach, grab, pull, climb and descend stairs on a daily basis
- Must be able to sit or stand for extended periods of time at an office desk or within assigned areas at school
- Required to perform repetitive physical tasks such as computer keyboarding, writing and reading
- Must be able to operate equipment necessary for the position such as, but not limited to, a computer, office equipment such as copier, scanner, phone, printer, etc.
- Be able to read a computer screen for extended periods of time
- Must be able to move or carry a variety of items including tables, chairs, boxes and equipment – using proper lifting and carrying techniques – or use equipment (carts, dollies, straps, etc.) to assist in the movement of items
- Must be able to work a varied schedule, including some evenings and weekend
- Must have the ability to travel as necessary

#### **PRIMARY RESPONSIBILITIES**

##### **Special Event Leadership, Management, & Support (70%)**

- Organize and manage small and large-scale fundraising events, along with the Director for Institutional Advancement, including annual KATCH Auction and Gala, Alumni Lancer Golf Tournament and host smaller events and forums throughout the year
- Manage events with proficiency in all aspects of event planning and execution, including logistics coordination, timeline management, preparation and distribution of printed materials, venue coordination, collaboration with vendors such as

caterers, graphic designers, photographers, and entertainment, as well as hands-on supervision during the event

- Support fundraising efforts by coordinating with event honorees, gala chairs, and committee members to manage prospect outreach, track donation progress, and ensure timely follow-up
- Prepare solicitation mailings, emails, and other donor communications
- Communicate with donors via phone, email and attend occasional meetings concerning events
- Educate donors and prospects through fundraising events, marketing materials, branding initiatives, and social media campaigns
- Support social media outreach and management, including taking photos of campus events
- Think strategically by recommending and implementing new strategies, programs, and initiatives
- KATCH Auction & Gala Management
  - Oversee auction item entry and platform management (Greater Giving) including donor item tracking, online bidding, live auction logistics, and post-event reconciliation
  - Recruit and manage “night-of” volunteers and serve as the primary point of contact for Greater Giving vendors and some event partners
  - Play a central role in guest experience, donor engagement, and maximizing fundraising outcomes through compelling event strategy
- Manage events assigned to the Office for Institutional Advancement
  - Oktoberfest Pub Crawl
  - Grandparents Day
  - Lancer Golf Classic
  - Little Lancer Trick or Treat
  - Little Lancer Egg Hunt
  - Create auction baskets for feeder school auctions
  - Scholarship Ceremony & Reception
  - Other events as directed
- Support other school events, such as:
  - Open Houses
  - Cultural Events
  - Masses
  - Graduation
  - Career Day
  - Parent Welcome Nights (Curriculum Night)
  - Other events as directed

### **Alumni Relations (20%)**

- Alumni Board & Alumni Events
- Alumni Reunion Coordination

### **Volunteer Engagement & Management (10%)**

- Recruit, train, and lead a vibrant team of parent and community volunteers for events and development-related initiatives

## COMPENSATION & BENEFITS

- Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. Salary is dependent upon experience, certification, and education. This position is a year-round, full-time hourly position with a salary range of \$70,000-\$85,000 based upon 2,080 hours.
- A comprehensive package of benefits is offered, including two medical plan options, dental, vision, life, and accidental death and disability, long-term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays
- In-building child/dependent tuition support
- Opportunities to participate/assist with a wide array of co-curricular programs, including athletics, arts, campus ministry, and other clubs and activities for additional modest stipends
- For staff members and teachers in the first five years of their careers, we offer the opportunity to apply for affordable, innovative housing options, based on availability

## TO APPLY

- Visit the Office of Catholic Schools website at: <https://www.applitrack.com/seattlearch/onlineapp/default.aspx?all=1> An application must be completed on this site prior to hire
- Email cover letter and resume to [apply@kennedyhs.org](mailto:apply@kennedyhs.org)
- Applications will be reviewed on a rolling basis until the position is filled. Target start date is **April 15, 2026** subject to shifting earlier depending upon availability of the candidate.
- Any offer of employment is conditional upon required background check and completion of required training