Central Catholic
HIGH SCHOOL

Central Catholic is an Archdiocesan Catholic high school that exists to give witness to the Gospel of Christ. The school offers students a transformational educational experience that forms the whole person – mind, heart, body, and spirit – and is rooted in the teachings of the Catholic Church. With an emphasis on faith, intellectual formation, and service to others, students are developed into critical thinkers who are the best version of themselves, prepared for where their gifts meet the world. We deliver on our mission by living out our values: Faith and Love, Community, Diversity, Academic Excellence, Compassion and Integrity – in all that we do.

As one of the region's most diverse private high schools, we have a motto of "Where You Belong," signaling our commitment to fostering a feeling of belong through our shared vision, values and beliefs. At Central Catholic, we reach and model Gospel values, the faith of the Catholic church, and the teachings of Jesus Christ through our comprehensive religious, academic, co-curricular, and service programs.

Members of Central Catholic's staff play a critical role in ensuring that every student becomes the best version of themselves and goes on to have a positive and purposeful impact on the world. We are firmly committed to promoting diversity in our staff.

JOB TITLE: DIRECTOR OF ADVANCEMENT

DEPARTMENT: Advancement

REPORTS TO: Vice President of Advancement

FLSA STATUS: Exempt

JOB SUMMARY

Working closely with the VP of Advancement and members of the Advancement and Communications teams, this position is responsible for developing strategy, planning and execution of events and fundraising campaigns that strategically engage school constituencies (alumni, parents, alumni parents, friends etc.) in the mission of Central Catholic High School. Responsible for managing and growing a portfolio of prospects and donors. Performs other duties as assigned.

ESSENTIAL JOB DUTIES:

The essential functions/major responsibilities listed are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.

General Advancement Responsibilities

- Collaborates with the President and VP of Advancement to determine yearly fundraising goals, plans and approaches for Central Catholic Fund, the annual President's Dinner and Auction, All In for Central Catholic, Giving Tuesday and other digital campaigns.
- In collaboration with Prospect Research and Database Coordinator, manages stewardship process (thank you notes and fund reports) for scholarship contacts and donors.
- Assists VP of Advancement with advancement expense budgets.
- Oversees moves management system to support measurable fundraising outcomes.

General Events Management

- Collaborates with school, parents, and alumni constituencies in the management and execution of events, including special anniversaries, guest speakers, and ground-breaking ceremonies.
- Implements a systematic approach to managing various events, including but not limited to Presidents' Reception (Christmas), Grandparents Day and the Scholarship Stewardship Luncheon,
- Works closely with the VP of Advancement and other leadership to successfully execute events as needed.

Presidents' Dinner and Auction

- In collaboration with VP of Advancement, facilitates growth of core auction committee; manages committee meetings with guidance from the VP of Advancement.
- Manages volunteer engagement, procurement, and logistics for the auction.
- Collaborates with Director of Publications, Manager of Communications, and Marketing and Data Management Coordinator on marketing and communications strategies.
- Facilitates communication between Central Catholic administration and staff (including the Office of Advancement) and committees regarding relevant aspects of the auction.
- Collaborates with the VP of Advancement in creating a sponsorship/advertising solicitation plan and strategy for the paddle raise.
- Conducts post-event survey.

Parent Association (PA) Liaison

- Collaborates with PA leadership to promote engagement, facilitate volunteer recruitment, and to help organize and facilitate workshops and speakers on topics relevant to the school's parent constituency.
- Conducts regular parent surveys, collaborating with school administration to understand needs and concerns.
- In collaboration with VP of Advancement, oversees budget for Parent Association and collaborates with school and PA leadership to manage budget metrics.
- Tracks parent engagement and volunteer metrics; analyzes data to identify areas of improvement and adjust strategies accordingly. Reports findings to VP of Advancement and relevant school leadership to inform decision-making.

Approved By: CAM
Last Updated: October 2026

SUPERVISORY RESPONSIBILITIES

This position does not directly supervise employees but assists the VP of Advancement with oversight, supervision, and support of Advancement team members in maintaining effective fundraising and stewardship systems, policies, and procedures.

EDUCATION & EXPERIENCE

A bachelor's degree is required for this role; an MBA and/or CFRE credential is preferred. In addition to the education requirement, this position requires a minimum of three years of full-time fundraising experience, along with at least one year of experience in an independent school, higher education, or mission-driven nonprofit environment. Experience in Catholic schools is preferred.

KNOWLEDGE, SKILLS, & ABILITIES

- Attention to Detail: The ability to pay close attention to accuracy and precision in work tasks.
- Customer Service: The ability to provide excellent service and meet the needs of customers or clients.
- Fundraising and Development: The ability to strategically identify, cultivate, and steward relationships with donors, funders, and community partners to secure philanthropic support and advance the organization's mission and long-term sustainability.
- Interpersonal Skills: The ability to interact and communicate effectively with others in various professional settings.
- Leadership: The ability to inspire, influence, and guide others towards achieving common goals.
- Networking: The ability to build and maintain professional relationships to facilitate collaboration and opportunities.
- Presentation Skills: The ability to create and deliver engaging and impactful presentations to various audiences.
- Problem Solving: The ability to analyze situations, identify problems, and develop and implement effective solutions.
- Relationship Building: The ability to establish and maintain positive relationships with colleagues, clients, and stakeholders.
- Time Management: The ability to effectively manage one's time and prioritize tasks to meet deadlines and achieve goals.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role.

- Stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet.
- Prolonged periods sitting or standing at a desk and working on a computer.
- Must be able to occasionally lift, carry, push, and/or pull up to 40 pounds.
- Communicates regularly throughout the day via emails, messages, and phone calls.
- Assistance with school activities and events.

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Last Updated: October 2026

BENEFITS

Central Catholic is proud to offer comprehensive benefits to our eligible employees:

- Medical, Dental, and Vision Coverage
- Option to Opt-Out of Medical Insurance
- Short-Term and Long-Term Disability
- Life Insurance
- Flexible Spending Account
- Employee Assistance Program
- Retirement 403(b) Plan
- Personal Days, Sick Leave, and Vacation
- Tuition Remission for Central Catholic High School

OTHER DETAILS:

- Application Deadline: Friday, November 6, 2026
- Start Date: TBD
- Employment Status: Full-Time, 12-Months
- Work Location: In Office
- Compensation: Commensurate with experience

APPLICATION PROCESS:

For questions concerning this position or to apply, please email a cover letter, resume, and three references to edir@centralcatholichigh.org.

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