



## JOB DESCRIPTION

<b>POSITION NAME:</b> Advancement Director	<b>SCHOOL:</b> Christ the King Catholic School
<b>REPORTS TO:</b> Principal and/or Pastor	<b>EFFECTIVE DATE:</b>
<b>CLASSIFICATION:</b> Part-Time, Non-Exempt	<b>CURRENT EMPLOYEE:</b>

**GENERAL STATEMENT OF DUTIES:**

Works with the Principal, Pastor and Business Manager to direct school advancement and fundraising efforts.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

*(These Essential Functions/Major Responsibilities listed are intended only as illustrations 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.)*

- Actively promotes fundraising for the school to the Parish and local community through effective marketing practices and personal presence
- Manages all school fundraising events (Jog-a-thon, Auction)
- Organizes lunches, coffees and other events for benefactors
- Ensures the development and implementation of a comprehensive public relations and communications plan. Relates with school leadership, teachers and staff: parents of current, former and future students; local civic and business leaders and area residents
- Participates in the planning and implementation of the school's annual open house and enrollment activities
- Researches grant opportunities and writes grant proposals that support segments of the school's long-term plan
- Manages the work of Advancement volunteers
- Serves as liaison to the Parent Community Organization (PCO)  
Reports on contributions to the school endowment, Support-a-Student and Annual Fund
- Prepares Archdiocesan and Government reports
- Maintains records for Annual Report
- Writes thank you letters
- Maintains/Administers Greater Giving software at school and prepares weekly report
- Develops and oversees school Advancement budget in collaboration with the Principal, Pastor and Business Manager

- Attends the meetings of the School Advisory Council (SAC), the School Endowment Committee and those for Advancement Directors
- Participates in Archdiocesan in-service opportunities at the request of the Principal
- Serves as a resource of information for the Parish and school staff and the community
- Maintains a strict level of confidentiality on all matters relating to Parish and school business
- Performs other work-related duties as requested by the Principal or Pastor

**JOB SCOPE:**

Advancement Director operates under moderate supervision and within the established lines of authority. Receives specific and definite directions and instructions, but may also determine own practices and procedures. Position encounters frequent new and varied work situations with a high degree of complexity. The Advancement Director agrees to comply with the philosophy of the school as interpreted by the school and to function under the direction of the school Principal and/or Pastor as a contributing member of the school community.

**COMMUNICATION/CLIENT CONTACT:**

Contacts are normally made inside and outside the parish and are usually made on own initiative or at Principal's request and frequently contain confidential and/or sensitive matters necessitating discretion at all times.

**SPECIFIC JOB SKILLS:**

- Passion for the mission of Catholic education and the ability to fundraise effectively to support that mission
- Proven skills in managing a number of competing priorities and complex issues creatively and effectively
  - This may include long-range strategic fundraising, donor development and volunteer engagement
- Demonstrated ability to motivate and engage through highly effective presentations and communications
- A clear and confident communication style that shows spirit, enthusiasm and integrity
- Strong interpersonal skills and the proven ability to collaborate and build high performing teams to achieve results
- Produce accurate correspondence and reports in a timely fashion
- Is flexible, creative and responsible
- Prioritizes workload to meet program requirements
- Organizes files, events and materials in a successful fashion
- Maintains confidentiality
- Ability to accurately and effectively operate personal computer and all basic office equipment

**EDUCATION AND/OR EXPERIENCE:**

Bachelor’s degree in business, public relations, marketing and/or an equivalent combination of education and experience in a comparable field with three to five years of related work experience. Experience with auction, appeal and other advancement aspects preferred. Book keeping and/or general accounting experience helpful. Specific experience in church organizational and operations procedures or a complex, multi-unit organization (preferably non-profit) with service orientation. Practicing Catholic with thorough knowledge and understanding of Catholic teachings, practices and organizational structure preferred. Valid driver’s license required.

**PHYSICAL DEMANDS:**

While performing the duties of this position, the employee is required to stand, walk, talk, reach, sit, hear, and handle and perform repetitive motion of the hands/wrists. Lifts and moves items up to 25 pounds.

**WORK ENVIRONMENT:**

Work is performed mostly in an office setting. Employee is required to perform extensive computer work. Job duties will require employee to manage and/or attend evening/weekend meetings, attend school events and functions and work with parishioner clients.

*The physical demands and work environment characteristics described above 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.*

**SUPERVISES:**

Volunteers

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date