



**ARCHDIOCESE**  
**OF PORTLAND IN**  
OREGON

*Date: 11/3/2020*

**Department of Catholic Schools Job Posting**  
Christ the King Catholic School, Milwaukie

Position title: **Advancement Director**

Position Start Date: **11/30/2020**

Application closing date: **11/30/2020**

Grade(s): **Other**

Subjects: **Not applicable (non-teaching position)**

Full or Part-time: **Part-time**

Catholic required/preferred: **Catholic preferred**

Does this position require a teaching license? **No**

**Christ the King Catholic School seeks a part time Advancement Director.**

**The CTK Advancement Director:**

- **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**
- **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.**

Principal or Contact Person: **Sarah Taber**

School Name: **Christ the King Catholic School**

Address: **7414 SE Michael Dr**

City, State, Zip: **Milwaukie, OR 97222**

Contact email: **brentanos@ctk.pvt.k12.or.us**

Contact Phone: **503-785-2411**