Roger Bacon High School is seeking a Director of Advancement who will be responsible for leading, coordinating and executing the annual Advancement Plan. The scope of responsibilities will include, but not necessarily be limited to: oversight of annual giving; solicitation of major gifts; cultivation of relationships with key constituent groups; fundraising events; alumni relations; and development and solicitation of corporate partnerships. This position will be responsible and accountable to the President for the management and overall direction of the Advancement Office. The Director of Advancement will serve as a member of the Administrative Team ensuring the communication, collaboration and involvement of all constituencies in meeting the advancement goals of the school. The Director must work collaboratively with other support groups including the Admissions Office, Alumni Association, Parents’ Club, Booster Clubs and other related groups.

We are seeking a highly motivated person with a clear understanding and personal commitment to our mission, Franciscan charism and Catholic secondary education. The selected candidate must be an effective leader with outstanding communication skills. A track record of success with 5 – 7 years of experience in business, marketing, fundraising or related field is essential. The person will be a team player. The person will have proven technological skills with a working knowledge of the Raiser’s Edge software preferred. A bachelor’s degree or equivalent experience is required.

Interested candidates should submit a cover letter and resume to Tom Burke, President, Roger Bacon High School, 4320 Vine Street, Cincinnati, OH 45217 or email to tburke@rogerbacon.org.

Application deadline is February 28, 2020, or until the position is filled.