Description:

The Director of Advancement is a key member of the school's Administrative Team and is responsible for leading, coordinating and executing the annual Advancement Plan. The scope of responsibilities includes, but is not necessarily limited to: oversight of annual giving; solicitation of major gifts; cultivation of relationships with key constituent groups; fundraising events; major events and alumni relations; and solicitation and development of corporate partnerships. This position is responsible for leading the day to day operations of the school’s Advancement Office. It is critical that all activities be executed within the school’s Catholic and Franciscan mission.

Reports to:

President, but works in collaboration with the Principal, Treasurer and Administrative Team.

Duties and Responsibilities:

1. Responsible and accountable to the President for the overall direction of the Advancement Office at Roger Bacon High School and the specific disciplines of: annual giving programs; major giving programs (including capital campaigns and endowed funds for designated purpose); planned giving; grants and foundations; alumni relations; and public relations.

2. Responsible for the overall operations of the Advancement Department as well as the hiring and development of all staff, defining team roles and descriptions, and their annual objectives and results.

3. Prepares, executes and evaluates an annual Advancement Plan to meet the short-term and long-term financial objectives of the school.

4. Serves as a member of the Administrative Team ensuring communication, collaboration and involvement of all constituencies in meeting the advancement goals of the school. Works collaboratively with other support groups including the Admissions Office, Alumni Association, Parents’ Club, Booster Clubs and other related groups.

5. Prepares and distributes various internal and external reports, publications and communication vehicles including website, social media, alumni newsletters and the Annual Report to the donors.

6. Works closely with and guides the President in executing all phases of the major gift and planned gift process: identification, research, involvement, solicitation, follow-up and stewardship.
7. Member of the Endowment Committee and serves as the primary liaison to the Board of Directors’ Advancement Committee.

8. Using the capabilities of modern technology, ensures frequent and effective communication of the Franciscan charism, mission and needs of Roger Bacon High School to potential donors.

9. Actively leads, supervises and supports all Advancement Office initiatives, processes and staff.

10. Meets regularly with all Advancement Office members to develop a strong team spirit and a willingness to collaborate on complex projects. Approves goals and conducts an annual evaluation of all personnel. She/he is evaluated annually by the President.

11. Assists each office member in her or his professional development.

12. Creates and manages the office budget, working closely with the Treasurer in tracking office revenues and expenses.

13. Oversees the management of gift processing and donor acknowledgement and reconciliation with the school’s Business Office.

14. Manages the database of donors and other confidential information, ensuring the accuracy and security of all data. Ensures the optimal use of Raiser’s Edge and other technological tools in the Advancement Office.

15. Develops and implements effective strategies for existing and prospective donors to move them through a meaningful cycle of giving.

16. Meet regularly with peers from other schools and stay abreast of current environment in fundraising.

17. Perform other duties as assigned by the President.

Required Competencies and Attributes:

- Clear understanding and personal commitment to the mission, Franciscan charism and to Catholic secondary education.
- Action-oriented with a sense of urgency in implementing departmental strategies.
- Professional experience and proven effectiveness in the areas of fundraising (including annual fundraising, major gift solicitation, planned and deferred giving, and grant-writing); alumni relations; public relations; and communications.
- Personal integrity and maturity.
- Self-motivated and willing to take the lead on difficult projects.
• Effective interpersonal skills and personal effectiveness in dealing with people in difficult situations.
• Effective leadership skills.
• Effective communication skills – speaking, listening and processing, writing.
• Strategic orientation with a vision for the future.
• Ability to create strategic departmental plans, with clear objectives, goals, tactics and benchmarks.
• Creative and forward thinking, with an ability to successfully implement new ideas.
• Ability to analyze and prioritize time and resources under direct control and supervision.
• Ability to work as a member of a team and to lead by example.
• Ability to coordinate complex projects involving many people and to lead others around important tasks and deadlines.
• Comfort in meeting with and speaking with a variety of people in a variety of professional and social situations.

Education, Training and/or Experience:

• Bachelor’s degree
• 5 – 7 years of experience in development, marketing, sales or related experience.
• Knowledge of Catholic schools or institutions.
• Working knowledge of Raiser’s Edge preferred with proven technological skills.
• A team player, collaborative work style, with a sense of humor and upbeat personality.
• Demonstrated ability to communicate effectively.

Interested Candidates should submit a cover letter and resume to:

Tom Burke
President
Roger Bacon High School
4320 Vine Street
Cincinnati, OH  45217

tburke@rogerbacon.org