

Director of Advancement

Appointed by the Head of School, the Director of Advancement is responsible for designing, implementing, and monitoring system wide and comprehensive institutional advancement programs for Saint Paul. In support of the school's mission and the strategic initiatives of the Head of School, the Director will have broad authority and responsibility over all aspects of institutional advancement at Saint Paul including donor cultivation, database management, alumni services and engagement, and wealth screening.

The Director will work in partnership with the Diocesan Office of Stewardship in overseeing the annual Diocesan Catholic School Appeal. In addition, the Director will also serve as the administrative liaison to the Steering Committee of the Adopt-A-Student program that benefits students of Saint Paul.

This position is well poised for an experienced self-starter and capacity builder. Our legacy alumni number an estimated 15,000 persons. Operational support with wealth screening and database management is available through the Diocesan Office of Stewardship. Coupled with school-based alumni relations staff with strong community ties, the Director of Advancement will have the immediate resources available to cultivate annual stewardship and gifting programming which are immediate goals for Saint Paul. Solicitation experience is a primary charge of the Director's, and demonstrable experience in yielding five, six, or seven figure gifts is desired.

Saint Paul Mission

Founded in 2020, Saint Paul Diocesan Junior/Senior High School is a co-educational, multicultural, faith-filled Catholic Community rooted in God's love and the Joy of the Gospel. Together, we form our minds, hearts, and souls in pursuit of excellence by seeking to develop the whole person. Conscious of Jesus' message that lasting happiness is found in love of God and neighbor, we strive to grow intellectually, spiritually, and morally in light of the great Catholic intellectual tradition. With God's grace, we endeavor to strengthen our relationship with God, and to use our knowledge and unique gifts in service to others. As the newest and largest Catholic, co-educational, regional junior/senior high school of Worcester County, Saint Paul is an educational ministry sponsored and operated by the Roman Catholic Diocese of Worcester.

School Background & Profile

In December of 2019, Bishop Robert J. McManus announced the merger of the two Worcester diocesan junior/senior high schools, St. Peter-Marian Central Catholic Jr/Sr High School and Holy Name Central Catholic Jr/Sr High School, in forming a newly constituted diocesan junior/senior high school. After a careful consultative review, Bishop McManus announced in March of 2020 that the new school would be named in honor of the patron saint of the Diocese of Worcester, and that Saint Paul Diocesan Jr/Sr High School would be cited at the current Holy Name campus on Granite Street.

Animated by the example of our patron saint and namesake, we are a mission-minded community of learners. As a Catholic, college preparatory, co-educational school, we seek to form young men and women of conscience who will be active participants in the life of the Church and society. We prepare students to lead and serve as equals both in and beyond the classroom, readying them for college and career.

Of our students, approximately 35% identify as non-white, 21% speak a language other than English at home, and 5% are international students studying abroad. For our inaugural graduating Class of 2021, 79% of students report having been accepted by their first-choice college or university. Our emphasis on academic excellence is witnessed by the professional educators who shape and support our students. More than 90% of our teachers hold an advanced degree, and the average tenure in education of a Saint Paul teacher is 14 years. This professional experience is expansive and allows Saint Paul to offer a diverse and enriching curriculum for grades 7 - 12. Our course catalog is available at the Saint Paul website www.SaintPaulKnights.org

Responsibilities and Expectations:

- Support the strategic initiatives of the Head of School in the area of philanthropy.
- Establish an annual stewardship and gifting program.
- Recognize donor opportunities, develop fundraising strategies, and implement enhancements that contribute to the mission of Saint Paul.
- Develop and maintain a fundraising and relationship management database that incorporates benchmarks, metrics, and uses appropriate data in growing the donor base.
- Prepare an annual budget for advancement needs.
- Strategically leverage the time of the Head of School in cultivating donor relationships.
- Supervise and evaluate alumni relations and administrative support staff.
- Coordinate event planning and community engagement activities.
- Build strong relationships with stakeholders in motivating school stewardship.
- Communicate effectively with school representatives, parents, students, alumni, donors, prospective families, volunteers, vendors, and representatives from the business community.

Desired Qualifications:

- A demonstrated enthusiasm for Catholic education.
- Experience in building effective constituency-based philanthropy programs.
- A practiced understanding of fundraising essentials including: major gifts, corporate and foundation relations, annual giving, planned giving, and grant writing.
- A team approach to capacity building that enables the cultivation of donors and inspires legacy alumni support.
- Experience in working with governing boards, volunteer leaders, and stakeholders.
- Outstanding communication and interpersonal skills.
- Lead efforts to develop, implement, and assess donor communication platforms including digital and social media outreach.

- A working understanding of BlackBaud Raiser's Edge.
- Minimum of a bachelor's degree (advanced degree preferred) in business, marketing, public relations, or a related field, and a minimum of 5 years relevant experience in a non-profit, educational setting with a record of accomplishment.

This is a (12) month salaried position. Compensation will be competitive and commensurate with experience. An attractive benefits package including 403(b), medical, dental, life, and disability insurance, and support for professional development will be provided. A description of diocesan benefits can be found at <https://www.worcesterdiocese.org/employee-benefits>.

The Diocese of Worcester does not discriminate in employment opportunities or practices (consistent with those religious exemptions provided in statutory and constitutional law) on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Applications will be reviewed on a first-come basis and the position will remain open until filled.

Candidates are requested to electronically submit a cover letter, resume, references, and salary requirements to:

Mr. Michael J. Clark, Head of School
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