



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

Director of Advancement

Position Description

The Director of Advancement will work with all St. Serra constituents (St. Serra families, parishes, alumni and community members) to build awareness of the School's mission and vision and obtain financial support to advance that mission and vision. The Director will create and document a strategic plan for fundraising and will develop, coordinate and evaluate all Advancement functions. This includes the Annual Fund, Capital Campaigns, the Major Gifts Program, Endowment, Tuition Assistance, Memorial Program and others. Will partner with the Community Events Coordinator to ensure successful Parent Teacher Organization fundraising and community cultivation events. Will manage and utilize the donor database system.

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

Reports To

This position reports to the Sr. Principal.

About St. Junipero Serra Catholic School

St. Junipero Serra Catholic School is a leading Diocesan Catholic Parish Elementary School located in South Orange County. Founded in 1995, we are motivated by the teaching of Saint Junipero Serra and the persevering spirit of our founding families. We nurture our students to live and model their Catholic faith as servant leaders of Christ. Guided by the Holy Spirit, St. Junipero Serra students are encouraged to use their God-given gifts and talents to serve the challenges of this ever-changing world.

Our Website: <https://www.serraschool.org>

Job Responsibilities

Job Responsibilities will include, but are not limited to, the following:

- Create and document a strategic plan for fundraising. Includes setting specific short-term and long-term fundraising goals. Will work closely with the Senior Principal, Director of Finance and Parish Priests to develop plans and goals.
- Will be held accountable to meeting specific fundraising goals.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them. Oversee prospect research.
- Grow a major gifts program including identification, cultivation and solicitation of major

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donors.

- Oversee the grant-seeking process, including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Work with Community Events Coordinator and parent volunteer groups to coordinate fundraising and community building events.
- Oversee the Advancement Department budget and provide reports as needed.
- Establish a presence in the local community by attending community events. Make public appearances/pursue opportunities to share information about St. Serra with the community.
- Oversee fundraising database and tracking systems.
- Collaborate with staff members from Advancement, Marketing, Admissions, and PTO/Event Planning. Collaborate with volunteers and parent committees.
- Oversee creation of publications to support fundraising activities.
- Maintain gift recognition programs.
- Attend school-sponsored events and fully participate in the life of the school, including attending events held after normal school hours (may include evenings and weekends).
- Will assist with morning or afternoon student drop-off and pick-up duties.
- Demonstrate professional conduct at all times. Adhere to the policies and procedures of the Diocesan Employee Handbook and the St. Serra Faculty and Staff Handbook.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree required.
- 3+ years of fundraising/advancement experience, preferably in a Catholic school or other private school setting.
- Demonstrated success in an Advancement role.
- A high degree of discretion when dealing with confidential/financial information.
- Strong written and verbal communication skills.
- Ability and willingness to work independently and as a team member.
- Strong interpersonal skills, verbal communication and written communication skills with a history of working collaboratively with others.
- Strong project management skills.
- Proficiency with MicroSoft products as well as Google mail/calendar/docs. Knowledge of fundraising databases/advancement management systems helpful.

Pay Range

\$73,000.00 - \$80,000.00 per year

Position Status

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Position is a benefit-eligible, salaried position. The school is open to this being an 11-month or 12-month position, based on the preference of the candidate.