

**ST. CATHERINE'S ACADEMY**  
**A CATHOLIC SCHOOL WITH A MILITARY TRADITION**

**JOB DESCRIPTION**

**Job Title:** Development/ Advancement Director  
**Department:** Administration  
**Reports To:** Administrator/Principal and Board of Directors  
**FLSA Status:** Exempt  
**Supervises Others:** Yes

**JOB SUMMARY:**

Through commitment to Christian advocacy, building community and integration of Dominican charism and military tradition, the Advancement Director prepares an annual plan and budget and works with senior management and the Board to finalize approved tactics and financial targets. Modifies and directs the plan during the year to align with the most likely success strategies and to take advantage of changing environmental factors and opportunities. Supports all aspects of the funding plan are attended to including donor cultivation and recognition, grant submission and reporting, endowment and scholarship funds, alumni communication programs, events and public relations, and mail solicitation and communication. Energetically and aggressively researches and identifies new sources of funding and follows up on sources identified by others in the senior team. Supports the recruitment of new board members. Represents the Academy at many events, meetings and functions both on and *off* campus.

**ESSENTIAL DUTIES:**

Serves as a role model in action and word for the Academy's mission and beliefs.  
Maintains highest degree of confidentiality in cadet, financial and management matters.  
Uses good judgment to promote the safety and welfare of cadets and others on campus. Follows all safety and security rules and reports concerns immediately.  
Remains up to date on best practices relevant to the position; enhances skills.  
Provides courteous and timely assistance to coworkers, parents, guests, donors and external contacts.  
Is open to implementing suggestions for change and improvement.  
Meets time and attendance requirements for the position and uses work hours productively and appropriately. Follows procedures and ethics policies in completing work and making decisions.  
Conserves resources and materials.

**JOB RESPONSIBILITIES:**

- Develops an annual plan and budget and works with senior management and the Board to finalize approved tools and financial targets. Modifies and directs the plan during the year to align with the most feasible success strategies and to take advantage of changing environmental factors and opportunities.
- Facilitates the accomplishment of goals as outlined in the five (5) year strategic plan.
- On a regular basis energetically and aggressively researches and identifies new sources of funding including exploring sources identified by others in the senior team.
- Along with Administrator/Principal and Board of Directors, cultivates, solicits and follows up with major individual and family donors, including planned giving through wills and bequests.
- Cultivates, solicits and follows up with corporate and foundation sources to secure gifts and grants on a one-time or recurring basis via written or e-mail correspondence, or online grant portal.
- Works to fund scholarship, endowment funds and other funds.

- Oversees Golf Tournament event chairperson. Maintains lists of prior participants; sends out notices and reminders; solicits and organizes silent auction; manages event registration, coordination of parent volunteers, budgeting, and other tasks.
- Regularly coordinates and manages "friend raisers" and "fun raisers" for supporters, donors, alumni, and the community. This includes SCA moms luncheon and reunions for alumni.
- If it is reinstated, organizes the annual "phonathon."
- Supports donors program: receipt of regular recognition, effective follow up on recognition, and donor gift program.
- Plans and manages the annual campaign.
- Submits grant applications annually to meet the needs of the scholarship and other funds. Gathers and organizes materials and data packages as required. Ensures post-grant reporting is completed timely.
- Submits regular reports on donor activities and results for each campaign and tactical plan.
- Oversees accurate databases of alumni, alumni parents, and friends of the Academy.
- Ensures that an appropriate budget is prepared and monitored. Manages all vendor and guest activities in a timely manner and within budget.
- Creates and oversees the publication of the bi-annual alumni newsletter, annual report, and other outreach tools.
- At the Board's request and with Board member participation, plans and implements capital campaigns, developing sound funding strategies and providing for appropriate oversight and progress reporting.
- Sits on committees and contributes to Academy decision making when requested by Administrator/Principal.
- Manages "spirit gear" merchandise; promotes and sells via website, social media & tradeshow; manages orders and maintains inventory; packs and ships; recommends new vendors or items for consideration.
- Oversees content on website; ensures content is edited and updated on a regular basis.
- Develops graphics and layouts of flyers and advertisements for the Development/Advancement department.
- Performs other duties as requested or assigned.

**SUPERVISORY RESPONSIBILITIES:**

- Supports the hire of appropriate personnel as requested; creates a work environment that promotes achievement and retention of good people.
- Provides fair and equitable performance inputs.
- Completes counseling and disciplinary processes when necessary.
- Reduces employer risk through awareness of sound HR practices, policies and actions.
- Leads effective, regular meetings with teams.
- Approves employee schedules and time and attendance documentation as relevant.

**EDUCATION and/ or EXPERIENCE:**

- Bachelor's degree or comparable experience.
- Experience in increasingly responsible fund development positions in a nonprofit social services agency(ies) preferably in the area of children's services. Experienced in plan development and implementation.
- Supervisory experience desirable.

**OTHER SKILLS:**

- Works well independently and collaboratively with others to meet ongoing deadlines and objectives for multiple, concurrent projects.
- Communicates effectively and sensitively with diverse populations.
- Speaks confidently and persuasively to groups large and small; has excellent social and conversational skills; displays public relations acumen.

- Organizes and manages work and assignments in order to meet deadlines and goals.
- Able to compose, proofread, spell check and edit correspondence, reports and other original written output.
- Able to correctly add, subtract, multiply and divide, as well as calculate percentages, fractions, ratios and decimals.
- Fluency in Spanish helpful.

**COMPUTER & EQUIPMENT SKILLS:**

- Microsoft Word, Excel, PowerPoint, Publisher
- E-mail
- Internet software
- Filemaker Pro or similar database software
- Use typical office equipment (computers, fax, phones, copiers, audiovisual, binders and collators)
- Photoshop software a plus
- Adobe Pro