

**Director of Advancement
Villa Angela-St. Joseph High School**

Description:

The Director of Advancement fulfills the mission, philosophy and goals of Villa Angela-St. Joseph High School by planning, directing and coordinating activities designed to solicit and maintain funds for VASJ. This person spends a majority of time soliciting major gift donors and prospects and coordinating the fundraising efforts for the Advancement team and the school throughout the year.

Responsibilities include:

- Establish and maintain effective working relationships with donors and potential donors and use the relationships to develop new business opportunities.
- Strategize growth opportunities to increase the Annual Fund by the set goal amount each year.
- Supervise fundraising events, including the annual “Continue the Dream,” and assess and strengthen their effectiveness.
- Working closely with the President, establish annual goals and objectives with strategies to achieve these goals, monitor progress, set priorities, evaluate performance and monitor budgets.
- Coordinate the participation of the President, Board of Advisors and other key stakeholders in the fundraising and marketing process.
- Actively work with organizational departments and academic staff to develop messaging to continue to enhance the school’s reputation and image.
- Streamline the advancement operation to foster a culture of philanthropy, promote data-driven decision-making and ensure long-term growth.
- Provide leadership, supervision and management for the Office of Advancement. Assign, supervise and review the activities of direct reports ensuring that measurable goals are set and maintained.
- With the President, produce annual operating budget and income and activity projections for the Office of Advancement.
- Work with the Advancement Services Manager to ensure proper tracking and acknowledgement of donations and creation of analytical and statistical reporting.
- Work with the Director of Finance to reconcile financial reports.

- Coordinate fundraising activity among school programs (athletics, extracurricular, etc.) to maintain constructive and complementary efforts in accordance with school fundraising policies.
- Work independently and with the President on relationship building and solicitation of major gifts, planned and estate gifts and key gifts to the annual fund.
- Design and implement a planned and deferred giving program.
- Design and implement a program to steward donors.
- Accept personal responsibility to build relationships and solicit a portfolio of a specified number of individuals per year.
- Other duties as assigned by the President.

Requirements include:

- Commitment to the mission, values and traditions of Catholic education and formation of high school students.
- Bachelor's degree from an accredited institution.
- Minimum 5 years demonstrated successful fundraising or equivalent experience, preferably in a non-profit setting.
- Ability to meet ambitious fundraising goals.
- Strong interpersonal skills.
- Strong written and verbal communication skills.
- Effective use of persuasion and the ability to close on sales and/or solicitations.
- Ability to think creatively and strategize.
- Proven managerial abilities and experience, ideally in a Catholic school or other mission-based setting.
- Efficient use of Raisers Edge – NXT Nonprofit Fundraising Software, as well as proficiency in Microsoft Office.
- Flexibility of work schedule to accommodate frequent evening and weekend responsibilities.

Reports to:

The Director of Advancement reports directly to the President.

Submit letter of interest, resume and three references to:

Richard Osborne, President

Mail:

Villa Angela-St. Joseph High School
18491 Lakeshore Boulevard
Cleveland, OH 44119

Email: rosborne@vasj.com

The school's employment practices are committed to the goals of racial diversity.

Position will remain open until filled. Identification of candidates for interview will begin on August 1, 2020.