



Saint John Paul II Academy
Boca Raton, Florida
Director of Institutional Advancement
Position Available: December 1, 2025

Mission

Founded in 1980, Saint John Paul II Academy (SJPIIA) is a Catholic, coeducational, college-preparatory high school located in Boca Raton, FL. SJPIIA provides a rigorous academic curriculum designed to prepare students for success in college and life. The Academy fosters excellence in all programs and enables the spiritual, educational, artistic, and physical development of each student.

Why This Role Matters

Saint John Paul II Academy (SJPIIA) is entering into a transformative new era, following the recent celebration of 45 years of impacting students and the promotion of Principal Edward Bernot, M.Ed., to President. This recently redefined Director of Institutional Advancement position provides a unique opportunity to make an immediate impact during a pivotal moment in the Academy's history.

Launching into its next chapter, SJPIIA intentionally concentrated on reimagining this department's operations and impact. This role—now exclusively focused on advancement and alumni relations—offers the opportunity to shape strategy with fresh ideas and innovative approaches. With the new dedicated focus and leadership, the right candidate will have the autonomy to innovate, the platform to grow, and the satisfaction of building something meaningful from an already strong foundation.

Role Specifics

The Director of Institutional Advancement (DOIA) will envision and lead SJPIIA's philanthropic landscape by thoughtfully designing a strategic growth plan for the Academy and their team. The DOIA will have a seat at the table, where they will not only pioneer change in their department but also be instrumental in shaping the direction of SJPIIA.

Along with leading the advancement helm, the DOIA will cultivate select, premier relationships with SJPIIA's existing and prospective donors. They will intentionally forge connections with the young alumni base, an untapped resource, to establish a foundation for the future of SJPIIA's philanthropy. Working hand in hand with the President and SJPIIA team members, this role will look to grow the department's budget to \$2M annually through strategic donor engagement, solicitations, and SJPIIA events. This role reports to the President of Saint John Paul II Academy and presents opportunities for personal and professional growth.

Key Responsibilities

- Purposefully and mindfully develop a straightforward, comprehensive approach to realizing SJPIIA's philanthropic potential locally and beyond
- Lead the SJPIIA team in implementing the multifaceted strategy, which should leverage existing donors, galvanize new support, and rethink engagement opportunities

- Invent new approaches to cultivate and steward the young alumni, building lifelong relationships with the emerging donor base
- Collaborate closely with the President to align advancement priorities with institutional goals
- Represent SJPIIA in the community by participating in and attending select events
- Partner with SJPIIA department leads on strategic communications, marketing, and advancement publications that represent the Academy as a whole
- Lead several special events throughout the year, including, but not limited to, event budget, vendor management, solicitation of sponsors, guest details, and event-related communications in collaboration with the SJPIIA team
- Actively support ancillary committees or individual donors that look to benefit SJPIIA
- Perform other position-related duties as necessary and/or as assigned by the President

Saint John Paul II Academy's Culture

- SJPIIA is a small, close-knit team that spends significant time together and genuinely enjoys collaboration. They wholeheartedly believe in:
 - Gratitude- It is a guiding principle in all that they do
 - Collaboration over competition—No siloes; Succeed **TOGETHER!**
 - Fresh perspectives—You don't need to have all the answers; Only a willingness to figure it out as a team
 - Positivity- Stay focused and positive, even when facing challenges
 - Growth mindset—This is a new chapter, and SJPIIA wants team members to drive innovation and lay the groundwork for the future

You May Be the Right Candidate If You:

- Exhibit authentic enthusiasm about SJPIIA's mission and the transformative power of education
- Dislike being handed a playbook to follow- You want to **rewrite** the playbook
- Love working with a team, value input from others, and enjoy bringing out the best in colleagues
- Have a passion for relationship-building and a genuine interest in connecting with people
- Thrive in a culture of positivity, gratitude, and mutual support
- Are fueled by camaraderie in the office, and love showing up every day with fresh ideas
- Approach challenges as a creative thinker who is always looking for new ways to enhance or improve existing processes

Qualifications

- Bachelor's degree required; advanced degree and/or professional certification (CFRE) a plus
- 3+ years of experience with demonstrated success in philanthropy, advancement, or development (Catholic/independent school or nonprofit experience preferred)
- Commitment to supporting the mission of SJPIIA and the values of Catholic education
- Ability to work in-person, on-site five days/week at the Boca Raton campus to build strong partnerships with other departments and drive success through close collaboration; Occasional evenings, weekends, or travel may be required, and notice will be provided in advance
- Strong communication, relationship-building, and leadership skills
- Excellent computer skills, including Microsoft Office and CRM software; DonorPerfect experience a plus

Salary and Compensation Package

- A full complement of competitive health and wellness benefits, including:
 - Health, dental, life, vision,
 - 401(b) match
 - Student tuition discount
 - Paid time off, including school holidays and two weeks of vacation time.
- Salary range for this position is \$90,000-\$105,000, and commensurate with experience

To Apply

This search is being conducted by the Executive Search Division of Ruotolo Associates Inc. Inquiries regarding this position are strictly confidential and should be directed to jmorgan@ruotoloassociates.com. Interested applicants should submit a resume and cover letter with a salary range.

Saint John Paul II Academy is an equal opportunity employer.