

Job Title: Advancement Director
Reports To: Principal, St. Michael's Academy

Position Summary:

The role of the Advancement Director is to advance the mission of St. Michael's Academy by providing awareness, cultivating relationships, facilitating events, and securing philanthropic financial resources to support the students and programs.

Primary Duties and Responsibilities:

I. Advancement Responsibilities

- Manage all development activities to expand the breadth and depth of financial contributors of the school.
- Lead efforts to establish and build the school's annual fund, endowment, and potentially, capital campaign.
- Coordinate and execute Annual Fund activities for alumni, parents, grandparents, alumni parents and friends of the school, including mailings, Day of Giving, Phone-a-Thon, and targeted events.
- Research grant opportunities and apply for grants.
- Engage in prospect research, cultivation, solicitation and stewardship of constituents.

II. Constituent Relations

- Manage all constituent relations efforts aimed to engage increasingly larger numbers of constituents in the school's mission including alumni, alumni parents, grandparents, local parishioners and friends.
- Coordinate special events to involve these constituent groups.
- Represent the school at various community organizations, parishes as appropriate.

III. Administrative Responsibilities

- Maintain records of all donations and contributions to the annual appeal, memorial scholarships, gifts in kind, etc. and to produce thank you notes using Little Green Light.
- Maintain and grow a database of key school constituents.
- Provide donor stewardship through phone calls, emails, and in-person contacts.
- Produce and distribute the school's annual report.
- Manage all publication needs for Advancement efforts including brochures, flyers, newsletters and contribute to the development of the website as appropriate.
- Coordinate with the Home/School Association regarding annual fundraising events.
- Coordinate the parish liaisons.
- Coordinate the Fund for SMA Committee.
- Serve as a member of the SMA Leadership Team
- Attend administrative meetings such as: leadership team, board, special events, etc.

IV. Other

- Communicate effectively and work cooperatively with administration, faculty, staff and community members to ensure a positive work environment.
- Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.

- Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the school.

Knowledge and Skills Needed:

1. Willingness to enthusiastically support the St. Michael's Academy Catholic identity, tradition, and its commitment to the moral and ethical development of all students.
2. Possess a high level of communication skills to express, both orally and in writing, the mission and advancement goals of the school.
3. Possess excellent interpersonal skills to work effectively with the school leadership, faculty, staff, parents, alumni, community leaders and volunteers.
4. Ability to work independently.
5. Ability to work as part of the administrative team.
6. Possess enthusiasm, drive, motivational ability, willingness to take risks, competitive spirit.
7. Possess knowledge of computers and an understanding of the potential of technology to facilitate the advancement function and improve internal communications within St. Michael's Academy and external communications beyond campus.
8. Possess a strong commitment to Catholic education.
9. Bachelor's degree preferred, as well as fundraising, advancement, and/or marketing experience.