

Director of the Shamrock Fund

Job Description

INTRODUCTION

Bishop Feehan's Advancement Office is looking for a creative, motivated and energetic professional to help continue its growth. Our next Director of the Shamrock Fund will focus on the planning, promotion, execution, and development the Fund, the most vital piece of Feehan's fundraising efforts each year. The Fund's director will facilitate opportunities for Feehan parents, alumni, parents of alumni, and friends to make unrestricted financial gifts to help the school pursue its mission and enhance its student and faculty experience. The position includes direct solicitation. The director also will be a key member of a seven-person Advancement Team and collaborate daily with other team members, school volunteers, and school administrators. The Director of the Shamrock Fund will report to the Director of Advancement.

RESPONSIBILITIES

The Director of the Shamrock Fund will:

- Work with the Director of Advancement and President to set an annual Shamrock Fund strategy and set of measurable goals
- Organize and manage the execution of a messaging calendar to reach Fund goals
- Work with the Director of Strategic Communications and outside contractors on Fund marketing pieces for direct mail, e-communications, and social media
- Cultivate relationships and directly solicit Shamrock Fund support from identified key constituents.
- Design and implement initiatives to increase participation and total giving among segments of the Feehan family, particularly alumni in conjunction with the Assistant Director of Advancement
- Work with the Database Administrator and Director of Advancement on a systematic reporting schedule and structure of Fund outcomes
- Contribute to the Advancement Team's overall efforts, including event planning, stewardship, constituent relations, and communications efforts as set forth by the Director of Advancement

ABOUT US

Opened in 1961, Bishop Feehan High School in Attleboro, Massachusetts is a Catholic school owned and operated by the Roman Catholic Diocese of Fall River, Massachusetts. The school currently enrolls more than 1,000 students, male and female, from 50 communities in grades 9-12. Feehan has a reputation for rigorous academic standards, cutting edge technology, outstanding facilities and affordable tuition. Our educational philosophy includes helping students lead lives of faith, encouraging students to be influences for good in their communities, and facilitating students' discovery and development of their gifts and talents in service to God. Feehan supports and promotes its core values: spirituality, mercy, stewardship, integrity, respect, and excellence.

QUALIFICATIONS

- Minimum of a bachelor's degree from an accredited college or university
- Commitment to Catholic education and understanding of and belief in Bishop Feehan's mission (<https://www.bishopfeehan.com/about/mission-and-philosophy/>)
- High school advancement experience is preferred. Experience cultivating and soliciting donors is required.
- Excellent written and verbal communication skills
- Experience collecting and analyzing data to educate decision making.
- Experience with or knowledge of Blackbaud's Raiser's Edge platform is preferred
- Flexibility for occasional night and weekend hours and a willingness and desire to pitch in wherever needed for the overall success of advancement team and school as a whole.

Interested applicants should send a resume and letter of interest (.pdf files preferred) to:

Dave Curtis

Director of Advancement

Bishop Feehan High School

dcurtis@bishopfeehan.com