



*We are inspired by St. Francis Xavier, to GROW in our relationship with JESUS CHRIST,
to EDUCATE our MINDS and SOULS, and to use FAITH and REASON to guide us, as we live our lives.*

Job Description
**Advancement Director- Part Time ~20/hour per week
2024-2025 Full Year Position**

Job Description

The Director of Advancement is responsible for designing and executing a well-coordinated, integrated, and comprehensive fundraising strategy in order to generate substantial revenue growth and long-term financial stability. The Director of Advancement is a key member of the school administrative team, working year round, providing leadership for external fundraising activities, overseeing all external communications around fundraising, and executing day-to-day implementation of a broad range of institutional advancement activities that target new and growing revenues and increased enrollment. This position is under the direct supervision of, and reports to, the principal. The advancement director along with the principal are responsible for raising a certain amount of funds towards the operating budget as well as towards the strategic financial stability of the school. He/She interacts extensively with the parents, teachers, volunteers, and stakeholders of the school and the regional community serviced by the school.

Qualifications

- A commitment to practicing and promoting the Catholic Mission of St. Francis Xavier School.
- Candidates must be strategic thinkers able to build upon the strengths of what exists yet able to develop a true advancement program, identify opportunities for growth and expansion, implement best practices, mentor staff and further perpetuate the collaborative spirit and collegial working environment at St. Francis Xavier School.
- Candidates must be a self-starter willing and able to begin creating a data-base of donors and alumni to aid in the development of St. Francis Xavier.
- The successful candidate will display an understanding of identifying, qualifying, cultivating, soliciting, and closing major gifts and demonstrate the ability to build lasting relationships with key constituents, including donors, alumni, staff and volunteers.
- Candidates must have the ability to maintain clear accurate records and prepare accurate and timely reports for the principal and when directed, to the School Advisory Board.
- A strong work ethic and a proactive, results-oriented personality and disposition are expected.
- Candidates must be willing to integrate our Catholic Faith into communication and event planning to best represent our mission.

- Knowledge and experience in the following areas is required: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, grant writing, special events, telephone solicitation, and direct mail, and, development office functions including gift processing, prospect and donor histories, and fundraising reporting.
- Must have demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.
- Demonstrated experience and confidence in asking people to contribute time and money is required.
- Exemplary interpersonal skills are essential as is the ability to affect favorably sophisticated volunteers and donors.
- Comprehensive management skills and experience are required including but not limited to short and long-term planning, evaluation, directing and motivating staff, exceptional listeners with strong written and verbal communication skills, marketing and financial management, values clarification, organizational behavior and development, and governance.
- Experience with mass dissemination of information in both print and electronic forms, as well as social media strategies.
- A minimum of a bachelor's degree is required for this position; master's preferred.

Requirements

- 3 year of prior experience in advancement or a related field
- Prior experience with creating and using donor database software
- Comfortability in utilizing social media platforms including but not limited to Facebook, Instagram, X, and more.
- Willingness to work some nights and weekends
- Travel independently by car to connect with donors or assist with events
- Grant writing experience is preferred.

Contact Information

*Interested parties should send a resume and cover letter to Haley Rogers, principal
hrogers@sfxacushnet.com*