

# ST. PATRICK CATHOLIC HIGH SCHOOL

## EMPLOYMENT OPPORTUNITY DIRECTOR OF ADVANCEMENT

**Overview:** St. Patrick Catholic High School, a parochial high school supported by eighteen Catholic parishes within the Diocese of Biloxi, and recently selected as one of the Top 50 Catholic High Schools in the United States, seeks a Director of Advancement to oversee the implementation and sustainability of the advancement functions that generate revenue for and public awareness of a Catholic high school consistent with the mission of the institution. This position provides an excellent opportunity for a highly-motivated individual with proven experience who can generate a robust and diversified advancement program and substantially increase annual revenue.

This position will be a full-time, twelve-month, salaried position within the St. Patrick administration. The position will be employed “at will” and shall serve at the direction of the Principal of St. Patrick Catholic High School. The candidate selected for this position will report directly to the Principal, to the St. Patrick Foundation Board of Directors, and to the St. Patrick Alumni Association Board of Directors. This position will regularly require work in the evenings and on weekends.

**Mission:** Our mission for our students is to promote spiritual growth; to assure intellectual growth through academic excellence; to foster a Christian social conscience; to develop a physically healthy lifestyle; and to provide a culturally enriching experience.

**Application Availability:** Applications will be accepted until the position is filled.

**Contact:** Dr. Matt Buckley

**Application Process:** Submit an application for employment at [www.stpatrickhighschool.net/employment-opportunities](http://www.stpatrickhighschool.net/employment-opportunities). Email cover letter to [mbuckley@stpatrickhighschool.net](mailto:mbuckley@stpatrickhighschool.net). Due to the high volume of employment applications we receive, it is not possible to respond directly to all applicants. Applicants who are selected will be notified by email or phone to schedule an interview.

**Responsibilities:** The selected candidate for this position will generate a robust and diversified advancement program and substantially increase annual revenue. The selected candidate will be responsible for all advancement activities, including without limitation, database management, the Alumni Association, and the Foundation of St. Patrick. The candidate will also collaborate with other administrators, faculty, staff, coaches, the Foundation of St. Patrick Board of

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Directors, and the Alumni Association Board of Directors. This position is responsible for strategic planning (establishing goals and achievement of goals), annual giving, major gifts, grant writing, alumni relations, and other advancement functions of the school. This position will coordinate an annual appeal and strategic initiatives with donors as well as supporting parishes and other institutions within the Diocese of Biloxi, as applicable.

In addition to the general responsibilities summarized above, the position will be responsible for the following specific duties:

- Actively support St. Patrick Catholic High School's mission, goals, objectives, and administration.
- Speak at masses at local parishes on a regular basis.
- Meet with priests and cultivate the relationship between the school and eighteen supporting parishes.
- Create and execute an annual external fundraising campaign.
- Support the Principal, Foundation of St. Patrick, Alumni Association, administration, faculty, staff, and volunteers with donor development and fundraising.
- Secure financial support from individuals, businesses, and foundations.
- Develop and grow the existing Foundation of St. Patrick database and increase donors.
- Steward ongoing relationships with donors and key stakeholders.
- Cultivate new relationships beneficial to St. Patrick Catholic High School.
- Develop print and digital literature and materials for donor relations.
- Manage vendor and independent contractor relationships related to advancement matters.
- Work with other administrators to draft newsletters, updates, emails, and letters with updates about the school for stakeholders and for donor appeals.
- Solicit and steward major and planned gifts.
- Coordinate and oversee the alumni database utilizing alumni data from St. Patrick, Mercy Cross, Notre Dame, Sacred Heart, and St. John high schools.
- Grow membership of the Alumni Association and solicit annual donations.
- Research, propose, and attain public and private grant opportunities.
- Perform other related duties as assigned by the Principal.

**Minimum Qualifications:** Listed below are the minimum qualifications for this position:

- Practicing Catholic in good standing.
- Bachelor's degree or higher in nonprofit fundraising, business management, business administration, finance, or a related field.
- Experience leading a nonprofit advancement program to include extensive experience with donor development and fundraising efforts.
- Professional advancement experience with a proven track record of consistently reaching fundraising goals through a variety of activities.
- Excellent oral and written communications skills.
- Excellent organizational skills.
- Demonstrated ability to work independently; be a self-starter.

- Competence and experience with a variety of word processing, spreadsheet, and donor database softwares, including proficiency in Salesforce, Microsoft Excel, Microsoft Word, Microsoft PowerPoint and experience with preparing and presenting audio/visual presentations.
- Strong proficiency in graphic design.
- Understanding of and commitment to the mission of Catholic education and St. Patrick Catholic High School.

**Compensation:** Compensation will be commensurate with the applicant's qualifications and experience and will include benefits including participation in organization's health plan and retirement plan. There will be a base salary for this position with the opportunity to earn commission based on the amount of revenue generated.

*St. Patrick Catholic High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities.*