

ST. PATRICK CATHOLIC HIGH SCHOOL

EMPLOYMENT OPPORTUNITY ADVANCEMENT SPECIALIST

Overview: St. Patrick Catholic High School, a parochial high school supported by eighteen Catholic parishes within the Diocese of Biloxi, recently selected as a National Blue Ribbon School, and ranked the #1 Best Catholic High School in Mississippi, seeks an Advancement Specialist to work within the Office of Advancement that functions to 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 Director of Advancement and Principal of St. Patrick Catholic High School. The candidate selected for this position will report directly to the Director of Advancement. 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: Patrick Miller

Application Process: Submit an application for employment at www.stpatrickhighschool.net/careers. Email cover letter to mbuckley@stpatrickhighschool.net and pmiller@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.

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228-702-0500 | www.stpatrickhighschool.net

Educating Scholars | Training Disciples | Supporting Champions

Duties and Responsibilities: The Advancement Specialist provides critical administrative support to advancement, admissions, alumni relations, marketing, and special events at St. Patrick Catholic High School. The major areas of responsibility include the following:

- Maintain the Salsa Labs database for development and alumni to ensure all information, both gifts and constituents are accurate and up-to-date. Responsible for keeping current with all Salsa Labs' system updates and training. Provide statistical data to assist in monitoring fundraising activities. Create new lists as directed to proactively meet advancement needs. Prepare routine and special queries for reports and event assessment. Utilize the database to create labels, lists, letters, etc.
- Accurately processes and codes all gift receipts and acknowledgments per Office of Advancement policy and practice. Reconciles all records with the finance manager. Tracks outstanding pledges and monitors all pledge payment activity and reminders.
- Conducts preliminary funder research, supporting the Office of Advancement in cataloging and collecting information and data necessary for reporting and updating proposals and supplementary materials. Research potential donors and prepare fundraising prospect profiles.
- Maintain all electronic and hard copies of the Office of Advancement and Foundation of St. Patrick files. Maintain excel files, tracking registrations, and payments for various advancement activities.
- Provide information to donors regarding their donations and other designated funds, both for the Office of Advancement and Foundation of St. Patrick.
- Manage the internal components of the Office of Advancement's solicitation process including direct mail, solicitations, online giving, and tracking. Compose drafts of correspondence to donors and other constituencies as directed.
- Assist with the management of Shamrockin' the Coast. Record all items given to the auction including donor name, item description, donor estimated value, buyer, and the amount paid. Receive and record all payments and transmit the funds to the finance manager, acknowledging receipt of all donated items and payments. With the Director of Advancement, solicit auction items. Prepare the items for auction, sale, and delivery.
- Ensure that all student and parent information is accurate and up-to-date once graduates have transitioned into the Salsa Labs database.
- Within the budget for the Office of Advancement, seek cost efficiencies where possible. Reconcile department budget records with the finance manager reports.
- Understand and utilize basic graphic design and layout techniques, such as Canvas, to ensure high-quality printed materials for St. Patrick Catholic High School and the Foundation of St. Patrick are produced on deadline. This includes proofreading for accuracy prior to publication.

- Work with the Principal, Director of Advancement, and Director of Public Relations to publish *Trinity* magazine and annual report to ensure that a quality product is produced.
- Assist with all Office of Advancement activities and events such as, but not limited to, new student orientation, giving society events, Foundation of St. Patrick events, alumni mass & social, open house, festivals, Shamrockin' the Coast, and days of giving.
- Work with the Principal, Director of Advancement, and Director of Public Relations in monitoring all social media platforms.
- Work with the Principal, Director of Advancement, and Director of Public Relations to update and maintain St. Patrick's website.
- Assume a proactive role in increasing the efficiency of the Office of Advancement. Prepare meeting packets, toolkits, proposals, and mailings. Manage the administration and logistics for the Foundation of St. Patrick, Irish Fund, Guardian Angel Program, Advancement Committee, Alumni Advisory Committee, and Emerald Ambassadors. Take the minutes of all committee meetings.
- Assume other duties as assigned by the Director of Advancement and/or Principal.

Qualifications: Listed below are the preferred qualifications for this position:

- An active practicing Catholic with vision and passion who will embrace and promote the school's Catholic mission, values, and traditions while modeling those various values in his or her daily practice.
- A graduate of St. Patrick Catholic High School, St. John High School, Mercy Cross High School, Notre Dame High School, Sacred Heart High School, or Catholic education is preferred but not required.
- Maintain awareness of best practices and new developments in the field through conferences and professional development training opportunities.
- Ability to work independently while supporting a team effort. Ability to organize, prioritize, and follow multiple projects and tasks through to completion.
- Excellent communication, writing, and interpersonal skills.
- A bachelor's degree is required. The following degree fields are preferred:
 - Philanthropy/Fundraising
 - Business
 - Marketing/Communications
 - Non-Profit Administration
 - Public Policy and Administration
 - Education

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.

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.