

Director of Advancement Job Description

Classification:	<u> X </u>	Exempt	<u> </u>	Non-exempt (hourly)
School classification:	<u> X </u>	Full-time	<u> </u>	Part-time
	<u> </u>	Temporary	<u> </u>	Other/seasonal
Catholic Requirement	<u> Yes </u>			

Job Summary:

Holy family Catholic School and St. Dominic Savio Catholic High School are seeking a Director of Advancement to serve both school campuses. The Director of Advancement fulfills the mission of the Catholic school by planning, guiding, and evaluating the advancement efforts of Holy Family Catholic School and St. Dominic Savio Catholic High School in planning and evaluating fundraising campaigns and activities. The Advancement Director has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the President. The position collaborates with both school Principals and with other development staff.

Ministerial Character

Catholic schools in the Diocese of Austin are canonically obedient to the Bishop and assist him fulfilling his ministry and canonical obligations. Pastors, presidents, and principals serve as leaders of the schools to make Christ's mission present and enduring in the schools. In order to fulfill Christ's mission, the school leaders employ suitable, chosen collaborators, sharing with them Christ's mission and entrusting to them various responsibilities.

Positions employed in this School help extend the ministry of the School leaders in particular ways as outlined in the job description. The employee in this position is closely connected to and assists School leaders in the performance of their ministry and, therefore, engages in ministry for the Church.

Essential Job Functions:

- Support and upholds the philosophy of Catholic education and the mission of the school
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church
- Support and adhere to the Code of Conduct and policies and procedures of the school and Diocese
- Maintain confidentiality regarding school matters
- Collaborate with the President to plan the overall development program in keeping with school needs, the Strategic Plan, and budget objectives
- Manage the school's annual giving, major donor programs and capital campaigns for numerous constituency groups including board, faculty/staff, parents, friends, alumni and alumni parents, and grandparents
- Implement annual appeal activities including timeline for mailings and solicitations, volunteer recruitment and training, preparing collateral, facilitating mailings, identifying and training appeal chairs, facilitating appeal videos, and planning/attending grade level gatherings
- Train annual appeal chairs regarding their responsibilities for presentations, letters, attendance at parent gatherings and securing volunteers to support the phone-a-thon efforts.

- Serve as the primary research officer for development, identifying prospective donors and their interests
- Monitor progress of fundraising; implement strategies and adjustments as needed
- Plan for donor acknowledgement events and updating of donor recognition plaques
- Manage development website pages to identify fundraising goals and progress, events, sponsorships, and highlights
- Work with Advancement Services Coordinator to ensure accuracy in database entries, and facilitate the corporate matching gift program
- Create process for grant applications by identifying opportunities and interested parties, and submitting grant applications
- Demonstrate gains in development goals and objectives that are in keeping with the schools' strategic plan and budget objectives, and a willingness to respond to program needs
- Collaborate with the Director of Communications to plan for photography, videography, market development activities and events, and produce semi-annual magazines and annual reports
- Support the Events Coordinator in auction planning by helping to identify sponsors, volunteers, friends and donors that can support auction activities
- Attend organizational meetings for the Holy Family Parent Association, Savio Parent Association, and Savio Athletics
- Facilitate the schedule for each school's quarterly Advancement meetings and serve as secretary
- Collaborate effectively with the principals, school personnel, parent associations, committee chairs and volunteers
- Ensure effective work practices in financial accounting and reconciliation, database management, gift recording, donor acknowledgement and stewardship
- Ensure that practices are in compliance with school, Diocesan, city, county and state regulations
- Communicate effectively with the faculty and staff and keep them informed of upcoming development activities and grant opportunities
- Demonstrates professionalism in conduct, demeanor, and work habits

Important Job Functions:

- Collaborate with others to enhance the work environment.
- Conference with others upon request and responds to messages in a timely manner
- Serve as a member of the Endowment Committee as requested
- Attend and participate as needed in faculty meetings as well as professional and community organizations

Minimal Qualifications:

Education:

- Bachelor's degree

Experience:

- Three to five years of professional advancement experience preferred.

Certifications and Training:

- Must submit an Ethics and Integrity in Ministry (EIM) Application for Ministry within the first week of employment, participate in an EIM Basic abuse prevention training workshop within 60 days of submitting a complete Application for Ministry, and maintain EIM compliance during the entire term of employment.
- Must meet staff development guidelines as set forth by the Diocese and school administration

Salary Range:

- \$80,000 - \$100,000 annually

Mental / Physical Tasks: (Place “E” next to Essential Tasks)

E	Talking	E	Reaching above eye level
E	Listening/Hearing	E	Driving
E	Standing	E	Seeing
E	Walking	E	Reading & comprehending
E	Grasping/holding	E	Using personal computer
E	Lifting/carrying	E	Sitting for extended periods
E	Moving heavy materials	E	Bending
E	Using office equipment, stapler, telephone, etc.		Other (list)

Knowledge, Skills and Abilities:

- Knowledge of the basic teachings of the Roman Catholic Church
- Knowledge of a broad range of development activities
- Knowledge of development software
- Strong written, verbal and interpersonal skills
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions

- All employees of the school are engaged in ministry and closely tied to the school leaders in the exercise of their ministry and obligations to the school.
- The school is an at-will employer.
- The campus and vehicles owned by the school are tobacco-free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.

- Will be exposed to religious ceremonies, conduct, and speech including Roman Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established dress codes and conduct standards.
- May be required to use personal or school vehicles to drive to schools or other off-site locations.
- Traveling within and outside the school to meetings and other events may be required, and travel may include overnight lodging.
- Must maintain a work schedule that maximizes availability to students, parents, colleagues, and administration.
- Required to work a minimum of a full school day.
- Required to work in multiple office and school conditions.

Employee Certification

All employees must adhere to the Catholic Schools Standards of Conduct, the Diocese of Austin EIM policies, and the social, ethical, and moral teachings of the Roman Catholic Church as interpreted by the Bishop of Austin.

Texas is an “at-will” employment state. Letters of employment are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice

Please apply via the Diocese of Austin website: [Diocese of Austin Catholic Schools - Director of Advancement](#).