



ST. PIUS X HIGH SCHOOL
Dominican Sisters of Houston ★ 1956

Director of Advancement

Job Summary

To advance the mission of St. Pius X High School within its internal and external constituencies. Along with the Head of School Team, the Director of Advancement implements the School's mission, goals and philosophy. The Director of Advancement reports directly to the Head of School and has a consultative relationship with the Principal, the Director of Admissions and the Director of Finance.

Position Responsibilities

- Oversees all staff positions within the Offices of Advancement
- Oversees all fundraising within the School, with direct responsibility for major gifts, capital campaigns and planned gifts
- Responsible for all grant research and grant writing
- Responsible for foundation relations
- Responsible for prospect research and development
- Maintains an active role in strategic planning
- Oversees all constituent relations
- Coordinates all stewardship events and cultivation events
- Collaborates with the Principal's Administrative Team on special programming
- Develops all marketing campaigns for the School
- Oversees all external communications of the School, including the Annual Report, *Pius News*, press releases, advertising and certain web content
- Serves as an *ex officio* non-voting member of the St. Pius X High School Board and the St. Pius X High School Foundation Board.
- Prepares advancement report for the Head of School and School Board/Foundation Board on a monthly or an as needed basis
- Serves as a member of the Administrative Team
- Serves as a member of the Advancement Committee of the School Board
- Performs other duties as requested by the Head of School

Qualifications

- A bachelor's degree or higher
- Five years of Advancement experience with a progressive track record of success
- Experience soliciting major gifts of \$50,000 or more
- Experience developing and implementing annual giving, major gift, planned giving, grant writing, capital campaign, public relations and marketing programs
- Strong, demonstrated experience leading and engaging all stakeholders - boards, colleagues, parents, alumni, students and other donors
- Thorough knowledge of advancement best practices and strong communication skills
- Ability to manage the Advancement staff and establish and maintain effective working relationships with diverse personalities
- Self-motivated, highly organized and strong relational abilities with a record of meeting deadlines
- Proficiency with Microsoft Windows and Office (Word, Excel, Outlook) and Blackbaud's Raiser's Edge
- Willingness to work evenings and weekends as needed

Please send a cover letter, resume and references to yeagerj@stpiusx.org. For more information, visit stpiusx.org.