



Assistant Director of Advancement

Job Description

INTRODUCTION

Bishop Feehan's Advancement Office is looking for a creative, motivated, and energetic professional to help continue its growth. Our next Assistant Director of Advancement will report to our Director of Advancement and will focus on two primary areas – engaging our alumni to become more active members of our Feehan Family, and creating strategy and managing execution of Advancement Office events, particularly our three highest-profile gatherings. This work will facilitate opportunities for members of the school community - parents, alumni and friends - to help our students and faculty participate in a diverse, dynamic, and high-quality Catholic education experience rooted in our faith and values.

RESPONSIBILITIES

The Assistant Director of Advancement will:

- Expand and manage a Class Agent program that will cultivate interested alumni to serve as peer leaders within the Feehan alumni community
- Actively engage with alumni, particularly by leveraging Facebook, LinkedIn and social media to re-engage graduates and promote social events and giving opportunities
- Co-lead the planning committee for Feehan's annual Setting Our Hearts Gala, the community's largest single-night fundraising event of the year
- Collaborate with the Director of Advancement and President to launch and manage our multi-class, on-campus reunion model, which will debut at Feehan in September 2017
- Oversee a to-be-determined segment of Feehan's Shamrock Fund, its primary vehicle for annual, unrestricted giving to the school
- Collaborate with the Director of Marketing and Communications on messaging to Feehan alumni through direct mailings, electronic mailings, social media, and the Bishop Feehan Web site

- Collaborate with the Director of Advancement to create further opportunities for Feehan alumni to connect with the school on an individual, small-group, and large-group basis
- Collaborate with school administrators to manage an annual spring event that recognizes and honors alumni for their professional achievement, personal character, and/or service to Feehan
- Collaborate with the Director of Advancement Services to lead other events, including Grandparents Day, a volunteer recognition event, and Graduation Week activities

ABOUT US

Opened in 1961, Bishop Feehan High School in Attleboro, Mass. is a Catholic school owned and operated by the Roman Catholic Diocese of Fall River Massachusetts. The school currently enrolls more than 1,000 students, male and female, from 45 communities in grades 9-12. Feehan has a reputation for rigorous academic standards, cutting edge technology, outstanding facilities and affordable tuition. Our educational philosophy includes helping students lead lives of faith, encouraging students to be influences for good in their communities, and facilitating students' discovery and development of their gifts and talents in service to God. Feehan supports and promotes its core values: spirituality, mercy, stewardship, integrity, respect, and excellence.

QUALIFICATIONS

- Minimum of a bachelor's degree from an accredited college or university
- Commitment to Catholic education and understanding of and belief in Bishop Feehan's mission (<https://www.bishopfeehan.com/about/mission-and-philosophy/>)
- Excellent written and verbal communication skills
- Experience in all aspects of event planning, including but not limited to: marketing, sponsorship solicitation, budgeting, programming, operations, and volunteer management
- Leadership experience in a collegiate, professional, or community setting
- Ability to add value to Feehan's high-performing Advancement team
- Experience collecting and analyzing data to educate decision making
- Experience with or knowledge of Blackbaud and Raiser's Edge platforms is preferred
- Flexibility for occasional night and weekend hours and a desire to pitch in wherever needed for the overall success of team and school goals.

Interested applicants should send a resume and letter of interest by May 12, 2017 to:

Dave Curtis
Director of Advancement
Bishop Feehan High School
70 Holcott Drive
Attleboro, MA 02703

You may also send materials electronically to dcurtis@bishopfeehan.com (please attach your resume and letter as Word documents).