

**Director of Advancement  
Blessed Trinity High School  
Roswell, GA**

**Job Description**

Blessed Trinity Catholic High School is looking for a Director of Advancement to lead a team dedicated to furthering the mission of the school and ensuring its future growth. We are seeking highly qualified candidates who are available for an approximate start date of September 30, 2019.

The Director of Advancement reports to the President of the school and supervises two Assistant Advancement Directors.

**Skills Required:**

- A proven track record in fundraising in an independent school or other non-profit organization.
- Familiarity with Raiser's Edge or similar relationship management software.
- Experience with budgeting; non-profit accounting; and financial reporting.
- Experience with managing capital campaigns.
- Practicing Catholic with knowledge of the Catholic educational system is preferable, but not mandatory.
- Excellent written, verbal, and interpersonal skills.
- Ability to organize and manage multiple projects.

**Education:**

Bachelor's Degree or higher

**Experience:**

At least seven years of successful fundraising experience at an independent school or non-profit organization required. Knowledge of Blessed Trinity Catholic High School preferred.

**Responsibilities include:**

- Plan and organize a comprehensive and coordinated fund-raising program for the school that includes the Trinity Fund, capital campaigns, special projects, grants, planned giving, endowed and funded scholarships, GRACE Scholars campaign, and all other school fund-raising efforts.
- Strategic planning, implementation and stewardship of the solicitation of all constituents for the Trinity -Fund. This includes major donors, parents, alumni, grandparents, parents of alumni, and faculty and staff.
- Recruit and coordinate the Trinity Fund Volunteer Parent Ambassador Committee to assist with follow-up efforts.
- Management of the Office of Advancement, including supervision and evaluation of staff members, as well as the establishment and management of the Advancement Office budget.
- Plan, coordinate, and implement special events as part of a team.
- Oversee alumni program; help foster and maintain alumni relations.

Please send resume and cover letter by September 3 to Nan Barrett, Assistant to the President, at [nbarrett@btcatholic.org](mailto:nbarrett@btcatholic.org).