



ARCHBISHOP **CHAPELLE** HIGH SCHOOL

Director of Advancement

Position Description:

Archbishop Chapelle High School, located in Metairie, LA, is seeking a fulltime Director of Advancement. Under the direct supervision of the Principal, the Director of Advancement is responsible for all fundraising efforts as well as overseeing and managing all aspects of the Advancement Department.

Duties and Responsibilities:

- 1.) Cultivate and maintain relationships with stakeholders including alumnae, parents, grandparents, students, and members of the community
- 2.) Organize and implement all aspects fundraising including the annual fund, major gifts, endowments, and student activity fundraising
- 3.) Develop a planned giving program
- 4.) Evaluate the feasibility of a capital campaign
- 5.) Identify grant opportunities and complete the research and grant writing process
- 6.) Oversee and manage all aspects of the Advancement Department, including the Directors of Admissions, Alumnae, and Public Relations, and Special Events.

Required Experience:

- 1.) Bachelor's degree
- 2.) Must be committed to the mission of Archbishop Chapelle High School and be able to articulate the mission and vision to all stakeholders. Must conduct all activities in line with the teachings of the Catholic Church and the mission and vision of the school.
- 3.) Superior written, verbal, and interpersonal communication skills
- 4.) Demonstrated success in fundraising efforts
- 5.) Proficiency with software including Raiser's Edge, Word, Excel, and Publisher (or other publishing software)
- 6.) Experience in a managerial capacity
- 7.) Occasional evening and weekend work required

Please submit an application found at www.archbishopchappelle.org (under About – Employment) as well as a cover letter, résumé, three references, and a copy of college transcripts to Leila Benoit, Principal, at lbenoit@archbishopchappelle.org by March 28, 2018.