



Advancement Director

Reports To: Executive Board of The Fund's Board of Directors

Salary Range: Commensurate with experience (full time position)

Lake Michigan Catholic School Fund

The Lake Michigan Catholic School Fund (LMCSF) was established on August 5, 1971 to ensure long-term financial stability for Lake Michigan Catholic Schools (LMCS.) The endowment is currently valued at over \$5 million. The Fund is exempt from Federal income tax under the provisions of the Internal Revenue Code 501(c)(3). The capital funds of the Fund are never touched and only the earnings are used to provide the security of a steady, reliable income for Lake Michigan Catholic Schools (LMCS).

Job Summary

The Advancement Director ("Director") shall be responsible for raising funds for the Fund and Lake Michigan Catholic Schools and for the overall supervision and administration of the Advancement office. The Director is expected to bring experience, vision, and leadership to building the financial resources of LMCS; communicating with constituencies; and developing effective relationships with a variety of prospective benefactor constituents including parents, alumni, businesses, foundations, and others. Working with the LMCSF Board, the Director shall develop a fundraising program that consistently increases annual giving to the Fund and LMCS.

Duties and Responsibilities

- Organize the comprehensive fund-raising program which includes the annual fund, capital projects, major gifts and planned giving
- Meet with, solicit and cultivate relationships with donors, with an emphasis on major gifts and planned giving gifts.
- Cultivate and manage a portfolio of lead donors and prospects (75+ key donors)
- Establish short term and long term goals for unrestricted funding sources and enlist support from appropriate members of the Lake Michigan Catholic community.
- Create the case of support for annual, major gifts, capital campaigns and planned giving.
- Develop, implement and manage future capital campaigns for Lake Michigan Catholic Schools.
- Prepares grant applications to prospective corporations and foundations.
- Develop and implement alumni relations programs and events.
- Supervise and implement the development of comprehensive marketing and public relations strategies, including the creation of communications such as the annual report and shall oversee production of general content for the website.
- Create a comprehensive Advancement Plan to be reviewed by Advancement Committee yearly.
- Attend the quarterly meetings of The Fund's Board of Directors and provides reports to the Pastor(s), TCACSF Board and the Catholic Community Education Commission (CCEC) Advisory Board regarding the implementation of the Advancement Strategic Plan.
- Attends monthly financial meetings and provides reports when requested.
- Manages Advancement office personnel, including the selection, supervision and evaluation of staff as well as the operational budget.
- Serves as the clearinghouse and final approval on all fundraising initiatives.

Credentials and Experience



The Director shall be self-motivated, hard-working, confident, focused, organized, an outside- the-box thinker, passionate for The Fund's mission, committed to developing and growing relationships and have the ability to delegate to team members for the long-term success of the The Fund for LMCS.

A Bachelor's degree and three to five years' experience in philanthropy and advancement is preferred.

Physical Requirements and Working Conditions

Must be able to stoop, sit, stand, push, pull, and stretch consistent with an office environment; Must be able to use standard office equipment such as computer, telephone, fax machine etc. in conjunction with administrative duties; and must possess a valid driver's license in order to attend meetings and conferences as appropriate as well as for travel both locally and nationally.

Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Applicant must pass Diocesan requirements such as background checks, etc.

Application Directions

Interested applicants should email their resume and letter of interest to tcacsfund@gmail.com, or mail to;

Lake Michigan Catholic School Fund
Attn: Sarah Jollay
515 Ship Street, Suite 202
St. Joseph, Michigan 49085