



LEBANON CATHOLIC SCHOOL

1400 Chestnut Street . Lebanon, PA 17042

DIRECTOR OF INSTITUTIONAL ADVANCEMENT

Lebanon Catholic School, a Pre-K-12 institution of the Diocese of Harrisburg, is seeking a full-time Director of Institutional Advancement.

Position Description: Under the direct supervision of the Principal, the Director of Institutional Advancement is responsible for advancing the mission of Lebanon Catholic School through fundraising and constituent relations including alumni, donors, business partners, parents, prospective families, board members, faculty, staff, pastors/parishes and members of the community.

Job functions:

As a member of the senior administrative team and in partnership with the Principal, the DOIA will be responsible for the development of a strategic plan for advancement for presentation and implementation, and for managing all aspects of advancement including but not limited to:

Fundraising, to include an annual fund, day of giving, special events, new and established fundraising committees, major gifts, planned giving, scholarship procurement, and management of the school's wish list, as well as developing a plan for business alliance growth and participation in the PA Tax Credit Program

Marketing & Communications, to include the development of enrollment marketing and communications plans that positively project the mission and image of the school, development and maintenance of consistent branding, overseeing the school's social media presence, website, email communications, and direct mail, and production of the Assumption Hill magazine

Constituent Relations, work collaboratively with the Principal to meet with individual major donors and business representatives, transfer and maintain a donor and alumni database, maintain positive relationships with all constituent groups

Mission Advancement, with the Principal work with internal staff to maintain a high level of customer service, positive public relations, and represent and promote the school as part of the local community

Oversee the Enrollment Director as a member of the advancement team

Requirements:

Due to the mission centered nature of this position, a candidate must conduct all activities in line with the teachings of the Catholic faith, and be willing to fully support, articulate and promote the mission of our Catholic school.

Education: Bachelor's degree or higher in Business, Marketing, Communications or related field

Experience: Minimum of 3-5 years experience in business, sales, marketing or advancement, with a demonstrable record of success, and transferable skills from an educational or non-educational field encouraged to apply

Skills:

- Ability to develop strategic, fundraising and budgeting plans, and think creatively and strategically
- Demonstrate a high level of motivation, organization, prioritization, and achievement
- Display excellent verbal, written, and interpersonal communication skills
- Able/willing to work a flexible schedule including evenings and weekends especially during special event planning and implementation
- Proficiency in necessary computer skills, including donor/fundraising database software, social media platforms, and publishing software.

Interested candidates should forward a cover letter and resume with three references, to Mrs. Deb Waters, Principal at dwaters@lebanoncatholicschool.org.

Applications will be accepted with immediate review until position is filled.