

**Saint Matthew School  
Franklin, TN**

Position Title: Director of Advancement

Supervisor: Principal and Pastor

Position: Full Time

Status: Exempt

**POSITION DESCRIPTION:** The Advancement Director is a member of the senior leadership team and is responsible for developing, managing and administering Saint Matthew School's enrollment plan and fundraising endeavors. With the support of the principal and pastor, and the Board of Directors, the Advancement Director will implement a multi-level Advancement plan that will include an enrollment strategy, major donor, endowment, special event and direct mail efforts. The Advancement Director is responsible for strengthening Saint Matthew School funding, and will be supported by the Advancement Committee.

**Job Segments:**

- Identifies, cultivates, communicates with, and solicits major gifts prospects.
- Oversees capital campaigns consistent with the school strategic plans, working closely with consultants and capital campaign chairs.
- Develops, implements, and manages planned giving program providing mechanisms for bequests, charitable trusts, and endowments.
- Develops and implements fundraising policies and procedures.
- Develops and oversees donor and prospective donor stewardship programs. • Oversees the gift giving process and recognition program.
- Supervises and collaborates with Advancement Office team members, including the Director of Admissions, Director of Annual Giving and Special Events, Director of Marketing and Communications, Alumni Coordinator, Special Events Coordinator, and Advancement Services Coordinator, and provides guidance in the continued development and implementation of programs managed by these positions.
- Responsible for the annual operating budget of the Advancement Office and reports to the Pastor, Principal, and School Board on outcomes.
- Sets the annual calendar for all fundraising events.
- Ensures comprehensive, accurate constituent, donor and prospective donor records.
- Generates financial reports regarding gifts, grants, and pledges.
- Responsible for the overall coordination of all volunteers associated with the advancement program.
- Oversees social media presence.
- Responsible for overall student recruitment and admissions process for the High School and Elementary School.
- Responsible for assisting the Pastor with all programs associated with overall parish philanthropy.

- In collaboration with Advancement Office team members, responsible for setting all advancement goals and objectives that are clear and measurable.

Minimum Qualifications:

- Bachelor's degree and three to five years of professional advancement experience in major gifts, campaigns or planned giving.
- Ability to effectively articulate the values and mission of Saint Matthew School.
- A strong commitment to and understanding of donor recognition and stewardship.
- Ability to maintain clear, accurate records and prepare accurate and timely reports.
- Willingness and ability to travel locally.
- Understanding of computer and constituent software.
- Strong managerial, leadership and supervisory skills.
- Excellent interpersonal, oral, and written communication skills.
- Proven project management skills.
- Highly self-directed with an attention to detail and ability to organize effectively.

Send cover letter and resume to:

Tim Forbes at [tforbes@stmatthewtn.org](mailto:tforbes@stmatthewtn.org)