

Director of Advancement
Bishop Stang High School

The primary responsibility of the Director of Advancement is to advance the mission of Bishop Stang High School through leadership in fundraising, alumni affairs, communications and marketing. The Director promotes an investment in the school among the various stakeholders: parents, faculty/staff, students, alumni, businesses and friends.

Main Duties:

- Lead, design and plan fundraising activities/programs in consultation with the advancement staff and the President/Principal;
- Provide regular advancement office reports to the President/Principal;
- Develop and implement a communications plan to promote the school;
- Work collaboratively with President/Principal to set up meetings with individual major donor prospects, prepare materials to share at meetings, and participate in follow-up communications following the solicitations to secure major donor gifts;
- Develop and implement a planning process to ensure that all advancement promotional events, fundraising, written communications, admissions or social events project a positive and coordinated image to the public;
- Work collaboratively with the planning and implementation of communications and events to ensure the active involvement of BSHS alumni;
- Supervise and update all database systems concerning alumni and donors;
- Manage donor recognition process;
- Train and mentor persons who represent the advancement efforts of the school or communicate with school publics, including identifying and training student personnel for advancement and public relations;
- Maintain written communications with school constituencies;
- Supervise the production and distribution of news releases;
- Identify and cultivate potential donors in concert with the President/Principal;
- Represent the school and promote the mission of the school at appropriate events and activities;
- Serve as a liaison with the President/Principal's Advisory Board, working with the President/Principal facilitation of Board business;
- Work collaboratively with the President/Principal on the Strategic Planning Process;
- Work collaboratively with the President/Principal to ensure successful Capital Campaigns when appropriate;
- Work collaboratively with the administration, faculty and staff to ensure the coordination of Advancement efforts;
- Oversee the Maroon & Gray publication and the President/Principal's Newsletter;
- Provide supervision of Advancement Office staff;
- Other duties as assigned by the President/Principal.