

Advancement Director

Pius X High School and Pius X Foundation



Reports to: Chief Administrative Officer and the Foundation's Board of Directors

Date: March 2017

Salary Range: Based on experience

FOUNDATION OFFICE DESCRIPTION:

The Pius X Foundation was established in 1969 to ensure long-term financial stability for Pius X High School. The endowment is currently valued at \$14.2million. The Foundation is exempt from Federal income tax under the provisions of the Internal Revenue Code 501(c)(3). The capital funds of the Pius X Foundation are never touched and only the earnings are used to provide the security of a steady, reliable income for Pius X High School

JOB SUMMARY:

The Advancement Director ("Director") shall be responsible for raising funds for the Pius X Foundation (Foundation) and Pius X High School ("High School") and for the overall supervision and administration of the Foundation's Advancement Office.

DUTIES AND RESPONSIBILITIES:

The Director shall meet with, solicit and cultivate relationships with donors, with an emphasis on major gifts of \$5,000 or more and planned giving gifts.

The Director shall establish short- and long-range goals for funding sources.

The Director shall develop, implement and manage future capital campaigns for the High School.

The Director shall supervise and implement the development of a 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.

The Director shall develop and implement alumni relations programs and events.

The Director shall develop and implement a comprehensive long-term Advancement Strategic Plan.

The Director shall attend the quarterly meetings of the Foundation's Board of Directors and present reports and updates of the implementation of the Advancement Strategic Plan.

KNOWLEDGE, SKILLS AND ABILITIES:

Outstanding interpersonal, written/verbal communication, project management and presentation skills.

Ability to interact effectively with a variety of professionals and work successfully in teams and under own initiative. Must be able to work independently, prioritize tasks, and meet schedule deadlines

Preferred knowledge of Word, Excel, and PowerPoint; preferred experience with fundraising software such as Raiser's Edge; and proficiency in managing department budget and executing financial/database fundraising reports.

Ability to handle multiple projects and be able to maintain confidentiality.

Experience in oversight of public relations affairs and communications such as Annual Report preferred.

The Director shall be a committed Catholic who will represent the Foundation with energy and enthusiasm and be active in his or her parish, the Lincoln Catholic community, the Pius X family and the city of Lincoln.

CREDENTIALS AND EXPERIENCE

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

Bachelor's degree and fundraising or development and/or marketing experience are 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.

Interested applicants should email their resume and letter of interest to fr.jirovsky@piusx.net , or mail to;

Pius X Foundation
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