



HOLY CROSS  
SAINT BERNADETTE  
SAINT THOMAS MORE  
SAINTS PETER & PAUL  
OUR LADY OF LOURDES

*A Collaboration of Parishes, Schools, Parents and Community Partners*

**POSITION TITLE:** Director of Advancement

**DEPARTMENT:** Omaha Catholic School Consortium

**EFFECTIVE DATE:** May 2015, revised April 2017

**POSITION STATUS:** Full-time, Exempt

### **POSITION SUMMARY**

Under the direction and supervision of the Director of Stewardship and Development, the Director will develop and implement effective strategies and activities in development that foster the strength and stability of the schools of the OCSC. The director will establish and maintain close personal relationships with the members of the OCSC schools/parish communities and the public at large, with a special emphasis on both the Catholic and civic philanthropic communities of Omaha. The Director will implement and oversee ongoing advancement activities including constituent communications, annual giving, planned giving, and major gift acquisitions.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Working closely with the Executive Director, Consortium Schools, the Catholic School Office, Office of Stewardship and Development, and the Board of Directors, creates and oversees the implementation of a strategic approach to fund development.
- Leads all aspects of fund development activities for the Consortium schools, which may include annual giving, planned giving, corporate donations, in-kind resources, and major gifts.
- Supervise and direct advancement staff.
- Develops goals and strategies for all fund development activities.
- Meets with donors and prospective donors to create and foster relationships.
- Creates a balanced funding mix of donor sources and solicitation programs tailored to the needs of the organization.
- Oversees the creation and implementation of a communications plan.
- Oversees editorial direction, design, distribution and guidance of constituent communications provided by the Advancement Office.
- Provides guidance and support to the schools of the OCSC in their work with foundations and endowments.



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- Performs other duties as designated by the OCSC Executive Director.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Active, practicing Roman Catholic in full communion with the Catholic Church, with demonstrated commitment to the mission of the Church and fidelity to her teachings, and a thorough understanding of Catholic school philosophy and the teaching mission of the Church.
- Superior oral and written communication and motivational skills.
- Capable of overseeing multiple programs simultaneously, and to prioritize prospects and activity.
- Evidence of a positive outlook, self-starting, people-orientated, and results-orientated.
- Sensitive to the unique personal and educational needs of immigrant and at-risk students.

#### **EDUCATION AND EXPERIENCE REQUIRED**

- Bachelor's Degree or above.
- Extensive experience and full knowledge of professional development/advancement activities as well as communications and public relations activities.
- Previous experience in fundraising, marketing, and public relations activities for Catholic schools or Catholic entities.
- Training in development and institutional advancement activities.