

Vice President of Advancement

Position: Vice President for Advancement

Status: Administrative/Full-Time

Area: Advancement

Supervisor: President

Job Summary:

The Vice President for Advancement at Skutt Catholic High school serves as the Chief Advancement Officer and is responsible for designing and implementing comprehensive advancement programs and recruiting and developing talented team members focused toward the ultimate goal of significantly increasing constituent involvement and fundraising outcomes in our Christ centered environment. The advancement function includes responsibility for annual fund, corporate and foundation relations, major gifts and gift planning, endowment, capital campaigns, and alumni and constituent relations efforts, stewardship, and advancement services.

- Craft vision for the advancement program appropriate for the institution.
- Maintain a dynamic portfolio of high net worth individuals and secure major, capital, and planned gifts, as well as advanced annual gifts and endowment support.
- Oversee the establishment of policy and protocol on all issues relating to advancement program.
- Prepares, with the assistance of other advancement department staff, an annual plan for development, with goals, action items, and budget.
- Prepare for the "SkyHawk Fund" our annual appeal through comprehensive and effective fund planning and execution.
- Develops and maintains a five-year plan for the advancement program which is updated annually.
- Ensure dynamic processes in all phases of donor qualification, cultivation, solicitation, and stewardship. Conducting regular face-to-face visits with prospects.
- Recommends hiring of all advancement staff. Directs the organization and management of the comprehensive advancement program through supervision of advancement staff.
- Works closely with the Board, both through the Advancement Committee and by providing support for individual Board members who are assigned to major gift prospects, for the purpose of cultivation and solicitation.

- Works with volunteer groups related to fundraising.
- Advises the President on all issues pertaining to the advancement program, as well as the mid-level and major gift prospects to whom he is assigned.
- Performs other duties and responsibilities within advancement as assigned
- Attends job related training to keep current and connected to peers.

Knowledge, Skills, and Abilities:

This person must be a visible Catholic leader both on and off campus. The successful candidate will display a record of leadership and accomplishment in Advancement. Strong organizational, supervisory, and leadership capabilities are required. Exemplary interpersonal skills are essential as is the ability to affect favorably sophisticated volunteers and donors.

Education and Experience:

Bachelor's degree is required and master's degree is preferred. The ability to cultivate relationships with families. Other important characteristics include a strong work ethic, competitive nature, personal integrity, emotional intelligence, a sense of humor, excellent communication skills, strategic thinking and planning skills, and a vocational call to Catholic education. Evidence of a commitment to lifelong learning and professional growth is also required.