

CATHOLIC SCHOOLS OF GREATER KALAMAZOO

JOB DESCRIPTION

School: Catholic Schools of Greater Kalamazoo (CSGK)

Job Title: Advancement Director

Location: Hackett Catholic Prep High School

Position Information

Reports To: CSGK Business Manager

Supervises: Advancement Dept.

Terms of Employment: 52 weeks

Support Staff

Hours of Employment: 1820 hours per year; 35 hours per week with exceptions during events and end of fiscal and calendar year, which are busier times.

Job Summary

The Director of Advancement is responsible for the advancement of CSGK in the areas of development (fundraising), alumni relations, communications, and publications. He/she leads and/or assists in the development activities of the CSGK schools by overseeing a comprehensive program which includes special events, fund-raising, donor relations and alumni relations. He/she is also responsible for the design and production of planned communication and publications programs for all three schools.

Education, Experience, Skills Knowledge, Qualifications and Abilities

1. Believes in the mission of Catholic education and is fully committed to its success in Greater Kalamazoo.
2. Works well with all constituents including parents, students, alumni, administrators, and staff.
3. Able to identify and effectively organize and motivate volunteers.
4. Possesses strong interpersonal communications skills, both oral and written.
5. Demonstrates a proven, successful record of securing major gifts.
6. Demonstrates a technical competence in relevant computer technology.

Performance Responsibilities

1. Plans and implements the Annual Fund (direct mail, phone-a-thon, major gift solicitation).
2. Manages annual budget and financial reporting with guidance of CSGK accounting staff.
3. Supports CSGK capital campaigns.
4. Liaison to each school's fundraising event committee, including working to ensure collaboration among the CSGK schools.
5. Supports effective messaging of each school's mission.
6. Manages the publications related to CSGK, currently the Annual Report of Giving, the Irish Pride alumni magazine, and the Irish Connect.
7. Manages development and distribution of communication materials in collaboration with Administrators and the CSGK Board.
8. Identifies, expands and cultivates the donor base.
9. Creates and manages the Advancement website.

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10. Coordination of fundraising activities of school groups and works with them to assure collaboration.
11. Provides oversight for database including alumni, current parents, previous parents, and Catholic parishioners of parishes within Greater Kalamazoo.
12. Assures accurate and timely gift recording, receipt, deposit, and acknowledgement.
13. Assists with Kalamazoo Regional Catholic Schools Foundation; gift acknowledgements, donor communication, financial reporting.
14. Liaison with Diocese of Kalamazoo Development Office.
15. Manages the day-to-day operations of the Advancement office and staff.
16. Other duties as assigned.

Physical Requirements and Work Environment

Semi, climate-controlled room with moderate noise levels.

Evaluation

Annually

This job description is for informational purposes only and does not constitute an offer of employment.