

DIRECTOR OF INSTITUTIONAL ADVANCEMENT

Fr. Gabriel Richard High School, Ann Arbor

The Office of the Director of Institutional Advancement has as its primary purpose to provide professional assistance, leadership, and vision to the President in conducting a comprehensive development/institutional advancement program for Father Gabriel Richard High School in order to achieve the fullest attainment of the school's unique Catholic mission: forming Disciples of Christ by educating students in faith, wisdom and service. The Director of Institutional Advancement is appointed and is delegated authority by the President and reports directly to the President. The Director will be responsible for the development of a comprehensive development/ institutional advancement plan designed to market the school for image, enrollment and resources and to obtain philanthropic support for the school from individuals, foundations and corporations.

Accountability:

- The Director of Institutional Advancement is appointed, supervised, evaluated and retained by the President.

Supervises:

Advancement office staff.

Member of:

President/Principal's Leadership Team; Administrative Council; Advancement Committee of the Board of Trustees (*ex-officio* staff); and other committees as assigned by the President.

Job Description:

- Cultivates positive relationships with corporations, foundations and individual donors.
- Coordinates through the use of a fund-raising matrix, dates for all fund-raising activities conducted by the school, school organizations or the Advancement Office.
- Plans and implements as part of the overall development plan, with input from the President and Board Advancement Committee, a comprehensive annual giving campaign to secure significant funding for the school.
- Identifies, recruits, trains and supervises volunteers and volunteer teams to assist with the implementation of various aspects of the development program.
- Serves as *ex-officio* staff to the Advancement Committee of the Board of Trustees and meets regularly with them providing professional leadership and direction and supporting the committee's efforts.
- Develops strategies and timelines for building a comprehensive, sustainable major gifts program to support future fund-raising and capital campaigns.
- Prepares and monitors, with assistance from the President, the Advancement Committee of the Board and the Director of Finance, the annual advancement budget.
- Oversees the management of computerized prospect and donor files and related information through the Database Manager.
- Assures that all fund-raising adheres to federal and state guidelines for auctions, raffles, in-kind gifts and acknowledgement of gifts for tax purposes.
- Supervises acknowledgement of gifts and record keeping through the Advancement Office staff.
- Supervises and evaluates the performance of Advancement Office personnel in consultation with the President.
- Upholds and models a moral code which is consistent with the teachings of the Roman Catholic Church and the mission of the school.

- Ensures that all development programs and fund-raising practices reflect the Catholic mission of the school.
- Plans and implements with input from the President and Board Advancement Committee, and Advancement staff, a comprehensive program of outreach to the school's alumni as part of the overall comprehensive advancement plan, designed to involve the alumni in the ongoing life of the school and to elicit significant funding for the school from alumni.
- Attends Board meetings at the request of the President to provide information and act as a resource person for pertinent agenda items.
- Submits to an annual performance evaluation by the President.
- Performs other duties as assigned by the President.

Qualifications

Professed and Practicing Catholic

Bachelor's Degree

Minimum five years' experience as a development professional or Director of Advancement

Previous experience in managing a capital campaign

Ability to work independently and provide vision and direction for development programs

Proven ability in soliciting major gifts

Excellent verbal and written communication skills

Able to manage multiple projects and work closely with administration, staff, board, donors, parents and volunteers

Able to build and manage a positive, motivated development team

Grant-writing experience preferred

Such alternative or additional qualifications as the school deems appropriate.

Interested candidates should complete and submit the following to the Advancement Office at advancement@fgrhs.org

- 1. Cover letter**
- 2. Resume**
- 3. Application Form (found at fgrhs.org)**
- 5. List of three references (complete contact information)**