



# Central Catholic

## HIGH SCHOOL

*Central Catholic High School is a college preparatory school committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.*

**JOB TITLE:** Vice President, Advancement

**POSITION DESCRIPTION:** The ideal candidate is an experienced development professional with a proven track record of achievement and a demonstrated aptitude for leadership. The Vice President for Advancement will direct a comprehensive program comprised of annual, major and planned giving, prospect research and stewardship, special events and parent & alumni relations, and communications/marketing. He or she will supervise the current staff of four and any additional hires as the advancement program matures. More specifically:

- Reporting directly to the President, the Vice President for Advancement will serve as a key leadership team member and an active participant in making strategic decisions affecting Central Catholic High School.
- Help forge new relationships to build Central Catholic's visibility, impact, and financial resources in support of our mission.
- Design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.
- Has primary responsibilities for establishing and implementing the infrastructure needed to grow our development effort through the solicitation of major gifts, special events, and corporate and foundation support.
- Expand and diversify Central Catholic's donor base and work closely with other team members to understand the needs of the school and secure funding for new initiatives.
- It is expected that the amount raised by Central Catholic will increase in future years as the Vice President systematically and effectively strengthens our school's overall fundraising capacity.

**QUALIFICATIONS:**

- A bachelor's degree in business, communications, liberal arts, non-profit management, or other related field is required. Master's degree in a related field is preferred. Evidence of continuing professional education through conferences, seminars, or professional associations is preferred.

- A minimum of seven to ten years of professional development experience in positions with progressive responsibilities, a proven track record in major gift fundraising, and supervision and leadership of a development team in another non-profit are expected.

#### ESSENTIAL JOB FUNCTIONS & SKILLS:

- Understanding of and a passion for Central Catholic's mission.
- External leadership abilities, with a proven record of calling on the highest level executives, community leaders, and private philanthropists.
- Experience in planning, leading, and managing development projects, including coordinating with people to achieve desired outcomes, and tracking and reporting on progress.
- Initiative, persistence, and the ability to actively seek and deepen current donor relationships and to forge new ones.
- Strong social skills and a demonstrated comfort level with networking and long-term relationship cultivation and development.
- Excellent management and administrative skills with proven experience in managing a team of employees.
- Hands-on experience with Raiser's Edge Donor Management System.
- A self-starter and visionary with the ability to initiate and follow through on new programs and projects that generate revenue and goodwill in order to achieve strategic and organizational goals.
- Excellent oral and written communication skills. Ability to articulate complex ideas in a meaningful way. Experience and credibility when presenting materials to external audiences.
- Ability and a proven track record to create, lead, and evaluate a development team in a collaborative fashion.
- Have a working knowledge of social media.
- Creative and analytical skills.
- Ability and confidence to speak to a wide range of individuals.
- Appropriate skills in fiscal and budgetary matters related to institutional advancement.
- Occasionally working evenings, weekends and ability to travel are required for this position.

#### OTHER DETAILS:

- Compensation: commensurate with experience
- Application Deadline: Open until filled
- Application process: Please e-mail application, cover letter, resume, and three letters of reference to Grace Laskowski, [glaskowski@centralcatholichigh.org](mailto:glaskowski@centralcatholichigh.org).