



Office of Human Resources  
10210 Oakdale Ave.  
Chatsworth, CA 91311  
(818) 366-9284

**Job Announcement**  
September 27, 2018

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## VICE PRESIDENT OF ADVANCEMENT

Chaminade College Preparatory seeks an experienced and visionary Vice President of Advancement to lead our Advancement team and to collaborate with our faculty, staff, and administration in our mission to inspire young people to love, learn, and lead through our Catholic and Marianist traditions of a loving faith, academic excellence, and moral responsibility.

### **Deadline for Submission of Applications**

Applications are being accepted immediately. This position is open until filled.

### **The Position – Representative Duties**

The Vice President of Advancement provides leadership and vision for the school's comprehensive advancement program (annual, major and planned gifts, special events, digital fundraising and capital campaigns). In collaboration with the President, the Vice President of Advancement serves as the chief external strategist in the formulation and execution of a comprehensive effort to promote a culture of philanthropy supporting Chaminade College Preparatory.

The Vice President of Advancement oversees the direction of fundraising activities including donor cultivation, solicitation and stewardship. Additional duties include the functions of annual, major gift and capital campaigns, special events, volunteer management, development of collateral materials, corporate and foundation grant writing, gift recording, and donor knowledge.

The Vice President of Advancement reports to the President.

1. Supports the philosophy, principles, and characteristics of Marianist education. Assures quality services to students, faculty, staff, parents, outside organizations, and the community. Practices sound economic principles.
2. Leads the overall fundraising strategy, including annual fund, major gifts and planned giving, special events, digital fundraising and capital campaigns as set forth by the school's strategic plan;
  - Prepares an annual Advancement Plan that establishes qualitative and quantitative goals. Reports progress and provides assessment and analysis on a regular basis.
  - Oversees the program of alumni relations and parent relations as they engage alumni and parents effectively in the life of the school;
  - Oversees the effective and efficient planning and execution of advancement events, such as the Chaminade Gala and other advancement activities;
3. Leads and inspires a team of advancement professionals who make successful and lasting contributions to the school's mission and strategic plan;
4. Collaborates with the Director of Communications and Marketing in the execution of the communications program supporting a culture of philanthropy at both campuses;



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5. Actively engages with and manages a portfolio of major gift prospects with identified capacity to make annual gifts of \$5,000+, including personal cultivation, solicitation, closing of gifts, and stewardship;
6. Develops and implements a planned giving program for the School;
7. Establishes policies with regard to effective and appropriate management of the school's advancement data and records;
8. Participates in the overall leadership and management of the school as a key collaborative member of the President's Executive Council;
9. Maintains effective relationships with campus principals, faculty leadership, and various constituency groups;
10. Collaborates with the President and key members of the Board of Directors to establish annual program objectives in the areas of fund raising, communications, alumni and parent relations. For each of these areas the responsibilities are:
  - Plans and executes aligned strategies for meeting program objectives;
  - Develops and tracks measurable outcomes;
  - Assigns responsibilities and provides guidance, inspiration, supervision and evaluation of Advancement staff;
  - Develops and manages budgets in areas of responsibility;
  - Serves as liaison with the Board of Directors Advancement Committee and other committees or task forces as requested;
  - Supports board members and other leading volunteers in advancement activities, managing engagement of and strategy regarding prospects for major school priorities;
  - Supports the President in his advancement activities, managing engagement of and strategy regarding prospects for major school priorities;
11. Represents the President and Chaminade College Preparatory at campus and community events;
12. Attends all Board of Directors and Advancement Committee meetings; and
13. Performs other related duties as assigned.

#### **Minimum Education and Experience Desired**

Qualified candidates should have a combination of education and experience equivalent to the following:

- A Bachelor's degree is required. Higher degrees and/or professional fundraising certifications preferred.
- Qualified candidate will have 10+ years of professional fundraising experience with five years of management experience overseeing a comprehensive advancement program (annual fund, major



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gifts and planned giving; digital fundraising, special events and capital development) and supervising a staff team.

- Proven tangible experience of having expanded and cultivated existing major donor relationships over time.
- Ability to construct, articulate and implement annual strategic advancement plan.
- Experience working with high-level volunteers and ability to cultivate long-term positive working relationships with volunteers.

#### **Required Knowledge, Skills and Abilities**

1. Passion for Chaminade's mission.
2. Conscientious in execution of duties with a strong attention to detail.
3. Proficient in Microsoft office (Word, Excel, PowerPoint and Outlook).
4. Proficient in or ability to learn Raisers Edge (constituency relationship management software) and Wealth Engine wealth screening software.
5. Strong organizational, research, administrative, and time management skills.
6. Ability to effectively lead and manage staff and volunteers.
7. Strong communication skills, both written and oral.
8. Strong office skills used in daily correspondence and publications, including spelling, punctuation and grammatical skills, and the ability to proof and edit work.
9. Maintains a results-oriented mindset to effectively work with staff and constituents at all levels.
10. Ability to influence and engage a wide range of constituents and build long-term relationships.
11. Ability to work collaboratively and engage productively with volunteers, donors, alumni, students, and other departments within the school.
12. Ability to work independently without close oversight and as a member of a team.
13. Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner.
14. Ability to maintain confidential information, including donors, contributions, and all constituent information.
15. Ability to assume responsibility without direct supervision, exercising initiative and judgment.
16. Ability to prioritize and organize workload to complete assignments in a timely manner, and to make decisions within the scope of assigned authority.
17. Commitment to continued professional growth and development in order to maintain and upgrade relevant knowledge, skills, and abilities.
18. Ability to travel locally, regionally and nationally.
19. Ability to work weeknights and weekend activities and events.

#### **Salary and Benefits**

This is a salaried/exempt from overtime position. The salary for this position will be commensurate with experience. Chaminade employees enjoy a competitive employee benefits program including medical,



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dental and vision coverages, life insurance, long-term disability insurance, flexible spending accounts, retirement plan contribution, and voluntary supplemental life insurance and long-term care coverages. This is an exempt, 12-month per year position.

**Application Process:**

Chaminade has implemented a 100% online application system. Interested applicants can apply online through our employment webpage at: [www.chaminade.org/employment](http://www.chaminade.org/employment).

Applicants will be asked to upload:

- Current resume
- Cover letter addressing the duties and qualifications of the position

Any applicant who needs help or needs an accommodation in order to apply for any position should contact the human resources office at (818) 366-9284.

**About Chaminade**

Chaminade is an independent co-educational Catholic school serving students in grades 6-12 at our two beautiful campuses located in the San Fernando Valley area of Los Angeles. One of the best things about Chaminade is our strong sense of family. We work together, play together, and pray together. We are a family, a community committed to the success and well-being of each and every student.

**Our Mission:**

We inspire young people to love, learn, and lead through our Catholic and Marianist traditions of a loving faith, academic excellence, and moral responsibility.

**Our Vision:**

Chaminade College Preparatory graduates are prepared, inspired, and equipped to:

- Share God's love by caring for others and seeking justice and peace.
- Learn, adapt, and grow with the world around them.
- Become servant leaders and positive contributors to society.

**The Characteristics of Marianist Education**

Chaminade's mission and culture are deeply rooted in the five Characteristics of Marianist Education which are: Educate for Formation in Faith; Provide an Integral Quality Education; Educate in Family Spirit; Educate for Service, Justice, and Peace; and Educate for Adaptation and Change.

For more information about Chaminade, visit our website at: [www.chaminade.org](http://www.chaminade.org)

**Equal Employment Opportunity**

Chaminade College Preparatory is an equal opportunity employer. Applicants for employment are considered without regard to race, color, national origin or ancestry, gender, age, marital status, physical or mental disability, or genetic information, or other basis protected by law for employment in a Catholic school. Applicants who need an accommodation in order to participate in the recruitment



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and hiring process should contact the human resources department in order to discuss reasonable accommodation.