

Director of Advancement

Chaminade College Preparatory School, an independent, Catholic school, is dedicated to developing the inherent spiritual, intellectual, emotional, and physical potential of young men in middle and high school. We hire dedicated people who are passionate about student learning and working in a collaborative environment.

The Director of Advancement is a senior-level position, and relates to, and interacts with, a wide range of contacts both within and outside the Chaminade community. The Director is responsible for creating an integrated development and alumni relations plan, leading the organization's fundraising efforts and implementing a marketing plan in support of these initiatives.

The Director of Advancement is specifically responsible for:

- Creates the strategic vision for engaging constituents, educating them on the Chaminade mission, and turning them into a supporter of Chaminade College Preparatory School
- Builds strong relationships through personal meetings, events and other activities for the purpose of increasing engagement.
- Provides day to day management while leading and inspiring the Advancement staff
- Leads the identification, cultivation, solicitation and stewardship of donors and prospects
- Responsible for moving donors into and through a pipeline of annual, major and planned gifts, while engaging the appropriate colleagues in the process
- Collaborates with the Advancement staff on the development and implementation of fundraising strategies for the Chaminade Fund; the named scholarship program, fundraising events and planned giving efforts
- Directs the creation of a communication strategy designed to keep internal and external audience informed of Chaminade's activities and accomplishments.
- Cultivates in-kind donations as needed to support programming
- Secures Chaminade Corporate Champions (C3) event-related sponsorships
- Collaborates with team on post-event evaluation and adjusts accordingly
- Establishes and maintains effective working relationships with school administration, faculty and staff and develops a broad understanding of school-level priorities
- Participates in the planning and implementation of the school's budget, its strategic planning process and the advancement program
- Prepares and oversees the budgets of the Advancement Office in collaboration with the staff

Required Qualifications:

- A minimum of 10-years' experience with a record of fundraising success and increasing responsibilities in various areas of development and alumni relations.
- Ability to meet fundraising performance benchmarks
- Ability to analyze opportunities then develop a strategy and lead the team to execute
- Must be a self-starter, able to handle several projects at the same time and perform well with minimum supervision
- Must demonstrate ability to think independently and exercise sound judgment
- Exceptional interpersonal skills; demonstrated ability to build relationships with donors
- Experience maintaining good relationships with all departments and all levels of staff and management.
- Experienced at effectively handling confidential and highly sensitive information
- Superior organizational skills

- Detail oriented, logical, and possess strong critical thinking skills
- Exceptional communication skills (verbal, non-verbal, written) and active listening skills
- Software proficiency in Microsoft Word, Excel and PowerPoint is required; knowledge and experience with Raiser's Edge is strongly preferred
- Preference given to a practicing Roman Catholic

Personal Attributes:

- Highly motivated
- Self-confident and secure
- Strategic thinker
- Proactive, with a sense of urgency
- Unquestioned integrity and personal values
- A team player
- Able to travel occasionally overnight

EDUCATION:

- Bachelor's degree in business, communications or applicable field required; master's degree preferred
- CFRE certification preferred

Please email resume and letter of interest to Karen Carroll, kcarroll@chaminade-stl.org. No phone calls, please.