Job Description

Director of Advancement – The Schools of Immaculate Conception Parish, Somerville, NJ

Function: The Director of Advancement provides leadership, planning and management of and for the Advancement Office, and is responsible for designing, implementing, and maintaining a comprehensive institutional advancement program for the parish’s schools. Where relevant, the Director of Advancement is also responsible for institutional advancement of the parish collectively.

This position is responsible for the oversight of all fundraising, marketing, communications, alumni, and admissions activities. All responsibilities are to be in line with the Catholic mission of the Parish and schools. The Director of Advancement reports directly to the Pastor of Immaculate Conception parish, with accountability to the Head of School of Immaculata High School and the Principal of Immaculate Conception School, who are principally responsible for the Advancement Director’s annual performance evaluation. He or she works collaboratively with the senior schools staff and administrators, the Board Advancement Committee, and the pastor.

Job Segments:

• Identifies, cultivates, communicates with, and solicits major gifts prospects.

• Oversees capital campaigns consistent with the Parish strategic plans, working closely with consultants and capital campaign chairs.

• Develops, implements, and manages planned giving program providing mechanisms for bequests, charitable trusts, and endowments.

• Develops and implements fundraising policies and procedures.

• Develops and oversees donor and prospective donor stewardship programs.

• Oversees the gift giving process and recognition program.

* Oversees the schools’ marketing strategies and relationships with external partners.

* Responsible for success of Annual Appeal and Annual Fund

• Supervises and collaborates with Advancement Office functions, including admissions, alumni relations, special events, marketing and communications.

• Responsible for the annual operating budget of the Advancement Office and required/requested reports to the Pastor, Board and Parish Financial Affairs Council on outcomes.

• Sets the annual calendar for all fundraising events.

• Ensures comprehensive and accurate constituent, donor and prospective donor records.

• Generates financial reports regarding gifts, grants, and pledges.

• Responsible for the overall coordination of all volunteers associated with the Advancement program.

• Acts as primary Advancement Office liaison to Parish Financial Affairs Council.

• Responsible for overall student recruitment and admissions process for the High School and Elementary School.

• As needed, assists the Pastor with programs associated with overall parish philanthropy.

• In collaboration with Advancement Office team members, responsible for setting all advancement goals and objectives that are clear and measurable.

Minimum Qualifications:

• Bachelor's degree and three to five years of professional advancement experience in major gifts, campaigns or planned giving, with specific experience in schools marketing.

• Ability to effectively articulate the values and mission of Immaculate Conception Parish and Schools.

• A strong commitment to and understanding of donor recognition and stewardship.

• Ability to maintain clear, accurate records and prepare accurate and timely reports.

• Willingness and ability to travel locally.

• Understanding of computer and constituent software.

• Strong managerial, leadership and supervisory skills.

• Excellent interpersonal, oral, and written communication skills.

• Proven project management skills.

• Highly self-directed with an attention to detail and ability to organize effectively.

* Catholic candidates preferred.

Send cover letter including salary requirements and resume to [ptiger@immaculatahighschool.org](mailto:ptiger@immaculatahighschool.org).