

Overview: St. Patrick Catholic High School, a parochial high school supported by eighteen Catholic parishes within the Diocese of Biloxi, recently selected as a National Blue Ribbon School, and ranked the #1 Best Catholic High School in Mississippi, seeks a Director of Advancement for the 2023-24 school year.

Mission: Our mission for our students is to promote spiritual growth; to assure intellectual growth through academic excellence; to foster a Christian social conscience; to develop a physically healthy lifestyle; and to provide a culturally enriching experience.

Application Availability: Applications will be accepted until the position is filled.

Contact: Trey Bailey- tbailey@stpatrickhighschool.net

Process: Due to the high volume of employment applications we receive, it is not possible to respond directly to all applicants. Applicants who are selected will be notified by email or phone to schedule an interview.

Responsibilities:

- The Director of Advancement oversees advancement activities directed towards alumni as well as parents, parents of graduates, grandparents, parishioners, and friends of the school.
- The Director of Advancement provides leadership and direction in the planning, coordination, implementation, and personnel oversight of a comprehensive advancement, alumni, communications, and admissions program.
- The Director of Advancement is responsible directly to the Lead Pastor and Principal of the school.

Specific Duties:

- Implement Advancing the Mission of Stewardship in Bishop Louis Kihneman, III's *Missio Nostra: Living out the Great Commission of Jesus Christ*.
- Work with the lead pastor, school advisory council, and principal on major gift cultivation and solicitation efforts for ongoing fund-raising activities and events. Work directly with and support the efforts of staff, parents, alumni, and other volunteers with respect to the school advancement, alumni, communications, and admission programs.
- Manage the day-to-day functions and personnel of the advancement, alumni, communications, and admission offices.
- Identify, cultivate, and solicit major gift prospects.
- Develops, implements, and manages future capital campaigns for the school. Determines capital campaign goals in collaboration with the lead pastor, school advisory council, and principal.
- Coordinate the activities for annual giving, alumni programs, special events, research, donor relations, corporate and foundation relations, and planned giving to ensure appropriate assignments of projects and adequate support for the performance of

duties.

- Coordinate the development and submission of funding proposals to foundations and corporations.
- Coordinate appropriate communications with all parts of the school community including religious activities, administration, faculty, staff, alumni, parents, parents of graduates, grandparents, parishioners, corporations, and foundations regarding the activities and progress of the advancement program.
- Prepare, monitor, and manage the annual budget for the advancement, alumni, communications, and admission offices.
- Work collaboratively with the school advisory council, especially the advancement committee, to develop short and long-term planning for advancement.
- Advancement has shared responsibility for the spiritual leadership of students and families through the spirituality of stewardship.
- All other duties as assigned.

Qualifications:

- Strong belief in Catholic education and support of St. Patrick's mission.
- A bachelor's degree is required, a master's degree or CFRE preferred. 5-10 years of experience in advancement or related field required.
- This position requires a person who is well organized, has excellent communication skills, both written and oral, and has an enthusiastic and dynamic personality. Must be comfortable working with the lead pastor, school advisory council, principal, and constituents.
- The ability to handle multiple projects and interact with a wide variety of constituents is helpful. Flexibility and scheduling of hours are desirable.
- Computer knowledge of Google Workspace, Microsoft Word, and Excel is necessary. Must adhere to professional code of ethical conduct and maintain standards of professional competence and confidentiality. Exhibit a willingness to grow professionally in the area of advancement.
- Should have experience managing a constituent resource management (CRM) application.
- The ideal candidate does not settle for mediocrity, expects excellence, and is passionately detail oriented.

Compensation: This position is contracted on an annual basis. Salary is highly competitive and is commensurate with qualifications and experience, and includes health plan and retirement plan benefits. Additional stipends may be available for coaches and/or various extracurricular faculty sponsors.

St. Patrick Catholic High School is an equal opportunity employer. Qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of professional responsibilities.