

St. Pius X High School Associate Director of Advancement

The Associate Director of Advancement is a key position within the St. Pius X High School Advancement Office. The Director is responsible for creating and executing a comprehensive, year-round fundraising plan for The SPX Fund. The fundraising plan will include goals, strategies, and programming that aims to build and engage our donor base for the annual fund. Reporting to and working directly with the Director of Advancement, the Associate Director of Advancement will play a vital role in growing fundraising dollars for the 66-year-old institution.

In collaboration with the Director of Advancement, responsibilities include meeting or exceeding fundraising goals; acknowledging, stewarding, and growing annual giving contributions; representing the organization to donors, parents, and the public. The successful candidate will be self-motivated, entrepreneurial, and willing to take complete ownership of critical duties.

Position Responsibilities:

- Work with the Director of Advancement to identify, cultivate, solicit and steward all prospects and contributions to SPX
- In conjunction with the Head of School and Director of Advancement meet all fundraising goals set forth by the School Board
- Work with Director of Advancement to develop annual giving goals, and manage a comprehensive fundraising plan and schedule
- Manage all aspects of the SPX Fund (direct mail, in-kind donations, employee giving, student giving, online giving, SPX fund events, etc.)
- Personally visit and solicit prospects
- Perform prospect research on key potential and leadership donors
- Develop content for solicitations, annual giving publications/website content and other documents as needed for programming
- Engage faculty, staff, and students to promote annual giving goals, objectives and benefits
- Recruit, manage and train all SPX Fund volunteers
- Lead the development of new and implementation of existing stewardship programs
- Effectively administer all aspects of the annual Raffle, including volunteer recruitment, student volunteer recruitment, all financials, and all related events
- Develop giving reports for use at committee and board meetings
- Support, with the Advancement Team, all events sponsored by the Advancement Office
- Perform other duties as requested by the Head of School and the Director of Advancement.

Qualifications:

- A bachelor's degree.
- Two to five years' experience in non-profit advancement including demonstrated success in fundraising
- Excellent written and verbal communication skills
- Proficiency in Adobe Creative Suite, Microsoft Office Suite and social media platforms including Facebook, Twitter, Instagram, YouTube
- Ability to effectively identify, analyze and problem solve
- Self-motivated with a strong work ethic
- Ability to work independently, combined with the skills to thrive in a team environment
- Ability to organize and complete multiple tasks with close attention to detail and prioritization to meet deadlines
- Demonstrated accomplishment in fostering productive relationships with volunteers and developing volunteer leadership
- High professional and ethical standards for handling confidential information
- Flexibility and willingness to assume new tasks and special projects.
- Ability to participate in cross-departmental projects, using tact and diplomacy
- Professional maturity and a sense of humor
- Knowledge of Raiser's Edge or a similar fundraising/constituent database
- Ability to work evenings and weekends as required

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Other duties may be assigned by the immediate supervisor, principal or head of school.

Apply at: <https://www.stpiusx.org/about-us/employment>