



Employment Opportunity at St. Mary Magdalen School
Position: **Advancement Director**

St. Mary Magdalen School is seeking to hire an Advancement Director for the 2017-18 school year. The Advancement Director will report to the Principal and the Pastor and will work closely with the School Board. This position will be responsible for planning, coordinating and directing activities that will enhance enrollment and secure the necessary philanthropic support to insure excellent educational programs and the long-term viability of the school.

Qualified candidates will possess experience in enrollment management, development, sales, marketing, communication, and/or volunteer management. Experience in a parochial or not-for-profit environment preferred.

The candidate should have strong interpersonal skills with the demonstrated ability to engage volunteers, prospects, parents, grandparents, students, alumni, faculty and administrative staff. The ideal candidate will exhibit vision and drive with an entrepreneurial spirit and will be committed to embracing the mission of St. Mary Magdalen School. Bachelor's degree is preferred. Candidates must be willing and able to travel locally and work some nights and weekends.

For additional information on St. Mary Magdalen School, visit our website at www.smmschoolde.com

Qualified candidates may send a cover letter, resume and salary requirements to:
Mrs. Kathy O'Toole kotoole@smmschoolde.com