



## EDUCATE † ENGAGE † EMPOWER

**Job Title:** St. Elizabeth School is currently accepting applications for a full time **ADVANCEMENT DIRECTOR**

**Job Description:**

St. Elizabeth School is seeking a dynamic fundraising professional to lead a multi-faceted development effort. The candidate should be well-versed in multiple aspects of development work including major gift programs, annual giving, planned giving and event planning. This is a key, full-time administrative staff position reporting to the Head of School. The St. Elizabeth School community is committed to distinct Catholic education in the Benedictine charism.

**Qualifications:**

Experience in a parochial or not-for-profit environment preferred.

Bachelor's degree in related field; Certified Fund Raising Executive (CFRE) certification is a plus.

A strong commitment to Catholic education and modeling Catholic values.

Superior communication skills, ability to conceptualize and execute strategic plans, the ability to interact confidently and effectively with school staff, students, donors, trustees, school administration, the media and alumni.

Excellent customer service, follow through, project management and decision-making skills.

High attention to detail and high level of accuracy.

Excellent computer skills, including Office products, social media, website experience.

A high degree of credibility, integrity, and self-confidence is essential.

**School Mission:**

St. Elizabeth School in Wilmington, Delaware is a Diocesan school, inspired by the teachings of St. Benedict and rooted in Catholic faith. We foster spiritual development, academic excellence, responsibility to self, and service to others in grades Pre-K3 through 12.

**Duties & Responsibilities:**

Collaborate with Head of School and Advisory Board in the implementation of a multi-faceted fundraising plan that meet the operational fundraising goals of the school.

Establish fundraising priorities that have the greatest impact on achieving fundraising goals in a fiscally responsible manner.

Identify new major gift sources and serve as the school's primary knowledge base for funding opportunities and philanthropic outlets.

Lead the advancement efforts to significantly increase the numbers and size of major gifts.

Prospect, cultivate, solicit, develop, and maintain relationships with donors at all levels.

Plan, develop and direct the annual appeal campaigns and special fundraising events.

Research and submit grant proposals and track grant reporting requirements.

Oversee donor database (input, maintenance, and use) and all donor gift acknowledgments.

Lead and manage all aspects of key fundraising events including volunteer management, event promotion and execution, and sponsorship solicitations.

Develop, design, and execute content generation that supports advancement of the school's mission including all fundraising materials and annual reports.

Communicate with and actively engage the various constituencies of the school, including the Advisory Board, faculty, parents, alumni and staff.

Keep current on important developments within the local, regional, and national funding scene.

**How to Apply:**

Please send cover letter, resume, clearances and references to [jpapili@viking.pvt.k12.de.us](mailto:jpapili@viking.pvt.k12.de.us).