



# BISHOP ENGLAND HIGH SCHOOL

DANIEL ISLAND - CHARLESTON, SC

## DIRECTOR OF ADVANCEMENT

Bishop England High School seeks a dynamic, energetic Director of Advancement to lead an integrated fundraising, alumni and parent relations, recruitment, and communications programs. The Director of Advancement will report to the Principal and serve on the Leadership Team. The Director of Advancement will implement a comprehensive advancement plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for the annual fund, major and capital gifts, alumni engagement and giving, planned giving, sponsorships and matching gifts. The plan should include a focus on prospecting and tactics to build key relationships with alumni, families, and community, corporate, and foundation leaders. The Director of Advancement will be responsible for building and managing an effective team to drive advancement programs and plan, develop, and execute compelling communications that clearly articulate Bishop England's priorities.

The Director of Advancement will be a results-oriented professional with energy and vision who will build on the strengths of the existing program to create a highly professional, donor-centered advancement operation with clear lines of communication, efficient processes and consistent follow-through. Working closely with the Principal, an effective and collegial leadership team and an engaged Advisory Council, the successful candidate will take responsibility to initiate action, be highly flexible, and thrive in a collaborative environment. Above all, the Director of Advancement will have a deep and demonstrated passion for the mission and vision of Bishop England High School and the desire for personal and professional growth in this rewarding position.



# ESSENTIAL RESPONSIBILITIES

The Director of Advancement will:

- Serve as a member of the Bishop England leadership team, ensuring integration and alignment between advancement practices and the strategic priorities and needs of the school community
- Develop, implement and evaluate a comprehensive multi-year annual giving program that includes identification, cultivation, solicitation and stewardship of constituents with objectives, timelines and evaluation plans
- Maximize effectiveness of Principal's role in fund raising efforts through coordination of strategies, information and events to leverage giving opportunities
- In collaboration with the advancement team, develop, direct, organize and analyze direct mail campaigns with specific marketing themes and timelines to effectively solicit gifts from alumni, parents, faculty/staff and friends
- Develop and propose strategies for solicitation of major gifts, capital projects and endowment including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation
- Oversees management of gift processing and donor acknowledgement, the donor database, and financial reporting
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Provide leadership and mentoring to the Advancement team to ensure efficiency and excellence in service to the mission of the school. Foster collaboration, transparency and accountability among team members. Provide clear direction and supportive coaching to prioritize work tasks to achieve departmental and school goals
- Identify, secure and manage resources and systems needed to carry out annual fundraising, alumni relations and communications plans. Establish metrics to measure and track success
- Manage a portfolio of major and planned giving prospects and donors and meet annual fundraising goals
- Create, publish and present various reports to the administration, Advisory Council, donors and other key stakeholders
- Create and promulgate the development, recruitment, marketing and events calendar.
- Educate teachers, staff, parents, and other stakeholders in the mission and ministry of philanthropy
- Oversee the publishing of an alumni magazine and annual report
- Develop and manage department budget
- Other Duties as assigned by the Principal of Bishop England High School



# QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred
- Minimum of five years leadership experience in fundraising and communications with progressively increasing responsibility
- A deep understanding of and appreciation for the values of a Catholic education
- Strong interpersonal and leadership skills, including an ability to listen well
- Significant experience soliciting and closing major gifts from individuals, foundations and corporations
- Experience leading communication strategies with diverse audiences including parents, community groups, donors and alumni to raise the profile of the school and ensure clear and consistent messaging
- Exceptional written and oral communication skills
- Strong critical thinking skills, an entrepreneurial spirit and the ability to lead through change
- Supervisory experience with demonstrated ability to develop a strong team culture
- Experience with Raiser's Edge (strongly preferred)
- Knowledge of the Charleston philanthropic community preferred
- Understanding of advancement operations processes and best practices
- Ability and interest to be a hands-on leader who enjoys doing the work as well as leading the work
- Must be available to work evenings and weekends as required

***Salary commensurate with experience. Benefits package available.***

## **TO APPLY**

Please submit a cover letter, resume, and list of three professional references to Patrick Finneran at [pfinneran@behs.com](mailto:pfinneran@behs.com). Applications will be accepted until filled.

