



Mission Statement

"Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community."

Director of Advancement

Type of Employment: Full-time

Salary/Benefits:

- Salary commensurate with level of education and years of experience
- Dental insurance
- Health insurance
- 401(k) matching
- Flexible spending amount
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan

Priority Skills/Qualities:

- Deep understanding and support of SHG Mission
- Builds relationships
- Exhibits strong leadership skills
- Models a restorative mindset
- Continuously seeks ways to improve

Responsibilities:

I. The Director of Advancement, in collaboration with the President, oversees the planning and execution of the SHG development program, and in this capacity will:

- Establish ongoing professional relationships with major gift prospects and benefactors, ensuring that donors and prospective donors are informed about the mission, needs and investment opportunities at Sacred Heart-Griffin High School.
- Attend regular meetings of the SHG Board of Directors. Provide professional consultation on matters relating to Advancement to the SHG Board of Directors.
- Identify, qualify, cultivate and solicit major gift prospects. With the advancement team, track prospects within the major gift process as follows: prospect identification, research and qualification, strategy, involving the prospect, making the ask, closing the gift, follow-up. Report all progress towards accomplishing annual objectives.
- Develop gift proposals for prospective donors.
- Compose letters, write copy for case statements, advertisements, news releases, etc.
- Develop and oversee the goals, objectives, and operating structure for the Sacred Heart-Griffin Advancement operation.
- Serve as a member of the Sacred Heart-Griffin Executive team.
- Undertake external and internal involvement to enhance effectiveness in marketing and public relations activities.
- Develop even greater professional competence through study and participation in professional conferences and workshops.

II. The Director of Advancement provides direct leadership in the following areas:

Development:

- Fund Development: Formulates a comprehensive development program designed to generate financial support from alumni, parents, past parents, friends, faculty, staff, board members, corporations, and foundations that includes:
 - The Annual Fund (personal, telephone, direct mail solicitations, on-line giving).
 - The Endowment Fund
 - Oversees all stock and securities transactions. Communicates on a regular basis with local brokerage firms.
 - Memorial Giving, gifts-in-kind, planned giving, grants and special events
 - Donor Cultivation: Identifies, educates, and involves new benefactors and continually cultivates current donors
 - Alumni Relations: Oversees the Director of Alumni Relations
 - Coordinates the submission of grant proposals to corporations and foundations.
 - Develops relationships with SHG parents and solicits their financial support for the school.
 - Oversee Database Manager to ensure that current and past parents are coded properly in the Raisers Edge database.
 - Provides leadership and consultation for all capital and endowment campaigns.
 - Coordinates all donor recognition such as plaques, donor walls, brick walkways, naming of physical areas and spaces, in conjunction with the president.
 - Coordinates the SHG Teacher Grant Fund from sending the request for proposals, to notification, awarding and follow-up. Raises money for this fund from various businesses and individuals.
 - Coordinates the Corporate Partners program (corporate sign program at the stadium).
 - Oversees and ensures payment of insurance policy premiums for Heritage Society members.

Communications:

- Ensures Sacred Heart-Griffin's philosophy, values, goals, needs and achievements are communicated to the community through effective publications such as: Visions, Annual Report, Constant Contact, news releases, media relations and the SHG website.
- Ensures that student marketing programs are effective and monitored regularly.
- Serves as the first point of contact for local or national media.

Office:

- Develops and administers the annual budget.
- Oversees management of the Advancement office and staff.

III. The Director of Advancement reports directly to the Sacred Heart-Griffin High School president.

- Performs duties other than those listed above as assigned by the president.

Qualifications:

- Must have a demonstrated commitment to the mission of Catholic education
- Hold a degree(s) from an accredited college or university
- Posses a minimum of seven (7) years of experience in fund development with a proven track record of securing major gifts, leading capital campaigns, donor relations, board management and relations, marketing and office management.
- CFRE preferred.

School Website:

www.shg.org

Job Posting Date: July 31, 2023

How to apply: Interested applicants should send a cover letter and resume to Dr. Bill Moredock, SHG president at moredock@shg.org.