

DIRECTOR OF ADVANCEMENT

Queen of Peace High School, Burbank, Illinois, is a college preparatory high school that educates and empowers diverse young women in an environment that inspires academic excellence. All members hired serve school needs and contribute to the vision and goals set forth by Administration and the Board. Job responsibilities of all members are grounded in the mission of the school and in the Dominican Sinsinawa values of truth, compassion, justice, community and partnership.

The Director, who will report to the President, is expected to manage as a self-motivated development professional capable of providing strong leadership to Queen of Peace's development operations. Also responsible for leading and managing Queen of Peace's fundraising efforts including events, fund drives, sponsorships, endowments, planned giving and capital campaigns. Development and Institutional Advancement will work in partnership to improve internal/external development opportunities and visibility. Director will work toward the common goal of creating a more fully integrated development program resulting in greater alumnae engagement, increased external participation and an increase in revenue.

Director is expected to be a strategic thinker, knowledgeable about campaigns and communications, an effective manager, and a team player. The ideal candidate is an articulate and experienced leader who demonstrates the ability to organize our constituency toward a common goal. This is a high visibility position requiring a strong ability to build valued relationships on behalf of the school and its constituency.

DEVELOPMENT

- Oversees the design, implementation and execution of all fundraising and development activities for annual giving, major gifts, endowments and other planned gifts, sponsorships, foundations, alumnae involvement and other school-related solicitations to realize or exceed financial goals.
- Works with President to develop a cultivation program for all donor prospects including individualized strategies for potential major donors.
- Manages all strategies and activities for donor cultivation, solicitation, and stewardship.
- Works with President to build and implement a major gifts program including personal solicitation of individuals, corporations and foundations.
- Maintains contact with and develops grant proposals for foundations and institutional partners as appropriate, in alignment with strategic initiatives.
- Develops and maintains a strong planned giving program to further the school's fundraising efforts.

OPERATIONS

- Oversees opportunities for improved communication, programs and visibility within our institution and outside our community.

- Develops and implements strategic marketing and communications effort.
- Attends and is liaison to Board Committees as directed by the President.
- Generates development reports for the Board.
- Monitors progress of development growth and revenue as a direct result of programs and relationships managed.
- Responsible for creating annual budgets and long-range plans for development-related accounts, monitoring account performance and initiating action as warranted.

MANAGEMENT

- Manages processes and supervises personnel responsible for alumnae relations, database and, event management, grant writing and foundation and corporate relationships.
- Oversees the management of databases and all records, files, and gift processing.
- Oversees a stewardship program to recognize donors and volunteers for their support of the School.

EDUCATION, QUALIFICATIONS AND SKILLS

- Bachelor Degree with a minimum of 8 years of progressive and related professional advancement work, ideally in a private, educational institution. A graduate degree in a related field is preferred.
- Experience in advancement and alumnae work in an educational organization.
- Proven success in capital fundraising and implementing organized campaigns.
- Experience in planning and organizing events.
- High level of technological proficiency with Microsoft products, Windows suite, Adobe, Publisher, InDesign, email applications, calendar functions and database software systems.
- Highly proficient in public speaking, multi-tasking, attention to detail, and customer service.
- Excellent oral and written skills with sound foundation in English grammar such as punctuation, syntax, spelling and proofreading.
- Strong project management skills.
- Proactive worker that is exceptional with prioritization, workload management and follow through skills.

For immediate consideration, please submit a cover letter and resume to Anne O'Malley, President, Queen of Peace High School, at omalleya@queenofpeacehs.org. No phone calls, please.