

ST. MARY MAGDALEN SCHOOL

Director of Advancement/Development

Summary:

The Director of Advancement/Development works with the Principal, School Board, and Home & School Association to communicate and advance the mission of the school. They are responsible for planning and implementing a program of development that includes communication, fundraising, and cultivation of alumni/constituent relations. They are involved in the planning and direction of special events and act as a liaison with the fundraising committee of the Home & School Association.

Essential Duties:

Communication – promotes the school through social media and print advertisements, mailings, and Open House materials.

Special Events – plans and directs special events that highlight the mission of the school.

Manages the process of all gift acknowledgement and donor recognition.

Utilizes advancement software to maintain a constituent database

Identifies, researches, and writes grants to assist the growth of the school.

Prepares and manages annual fund and helps to develop strategic plan for donor solicitation

Reports to the Principal, Pastor and School Board