



OFFICE OF CATHOLIC EDUCATION

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Director of Institutional Advancement

Pope John Paul II High School
181 Rittenhouse Road
Royersford, PA 19468

Overview

Pope John Paul II High School is seeking a Director of Institutional Advancement (DIA) to serve as the lead development officer for the school. While reporting to the President, and working closely with the Board of Directors with limited jurisdiction, the successful candidate will be responsible for securing support to advance the mission of the school from a variety of sources - This individual will plan, coordinate, and direct those activities that will attract the necessary philanthropic assistance that will provide resources supporting excellent educational programs at PJP. The Director of Institutional Advancement will lead a team that will plan and implement a comprehensive fundraising and alumni relations program. In addition, the DIA will oversee the annual appeal, EITC/OSTC programs, board and volunteer management. She/he will oversee all aspects of Capital Campaign efforts, Major Gift Fundraising and Planned Giving efforts.

Duties and Responsibilities

Under the direction of the High School President and with the guidance of the Board of Directors, the DIA will implement a comprehensive Development plan based on short and long range goals and objectives aligned with the high school's strategic plan. This includes, but is not limited to:

- Implement annual giving campaign, focusing on the annual appeal through direct mail, personal visits, and online communications.
- Develop and cultivate a Major Gift program and pipeline by working with the President, the Board, and the development committee to identify, cultivate, solicit, and steward a portfolio of major and leadership donors
- Steward and grow the OSTC/EITC Tax Credit program by soliciting alumni and community businesses that are eligible, as well as educate the community on the program and impact of these donations. Work closely with BLOCS and other affiliated organizations to support the Tax Credit effort.
- Work closely with all scholarship benefactors and organizations as well as monitoring restricted funds to steward gifts, as well as align donor priorities with the school's needs.
- Oversee all communications with alumni and donors by creating and sending

out solicitation letters, invitations, thank you letters and calls; organizing thank-a-thons; publishing and distributing a Printed/Electronic Alumni Newsletter; monitoring social media outlets; publishing the Annual Report, and other publications working in collaboration with the Director of Marketing and Communications.

- Maintain, promote and expand PJP's donor base, assuring the identification, cultivation, and solicitation of philanthropic support; building sustainable and enduring relationships with corporations, foundations and individuals including alumni, their families, parents, grandparents, faculty, staff, and other key personnel.
- Prepare the President for meetings with major donors/prospects.
- Oversee the creation of all fundraising materials and arrangement for any special event in connection with fundraising programs. Engage major donors in special events.
- Collaborate with regional/Faith in the Future planning and development efforts, as appropriate. Provide regular reporting to Faith in the Future and the OCE of activities. Attend report meetings and training opportunities throughout the year.
- Hold regular staff meetings to ensure department projects are on target and on budget.
- Support, mentor, unify, and evaluate employees of the department as well as the volunteers who become involved as leaders in department programs. This includes providing direction to the Advancement office staff including performance reviews and the annual review of their job descriptions.
- Supervise advancement staff and management of volunteers for advancement/alumni events; assist with promotion and marketing, logistics, solicitation, event attendance, and suggest best practices. Examples; Hall of Fame, Gold Outing, Savor the Flavor, Grandparents luncheon, etc.
- Provide oversight and direct the management of the Raiser's Edge database and all donor acknowledgements
- Collaborate with multiple administrative offices across the school to best support their efforts, including; Enrollment, Facilities, Athletics, Tuition, and Business Offices.
- Promote planned giving as a vehicle for support of PJP
- Serve on/work with committees of the Board, such as Development, Admissions, Facilities, and others as needed
- Work closely with both the Board of Directors and Development Committee to prioritize PJP's fundraising needs and initiatives
- Collaborate with active and influential alumni and community leaders to promote the mission, vision, and values of PJP
- Any other duties as assigned by the President.

Minimum Requirements

- Bachelor's Degree
- 5 years of experience in development, fundraising, non-profit, or related field
- Proven ability to interact with high level donors, and potential donors

- Exceptional communication skills and ability to make both group and individual presentations
- Proficiency in Microsoft Office and CRM Database.
- Experience with on-line fundraising and social media
- A high degree of integrity, confidentiality, strong work ethic and a willingness to quickly and continuously gain knowledge of the mission of Catholic Education.
- Goal-oriented, results driven team player
- Ability to work collaboratively in a team environment
- Willingness to travel, work nights and weekends and maintain a valid driver's license

Preferred Requirements

- Master's degree
- 8+ years of experience in progressively successful development, fundraising, non-profit, or related field with a track record of building comprehensive fundraising plans and programs that achieve results
- Strong background in securing major gifts and capital campaign management
- Experience with Raiser's Edge database
- Strong management and data analysis skills and the ability to work effectively with faculty, administration, and support staff.
- Budget Development and Oversight
- Managerial/supervision experience
- Knowledge and appreciation of the workings of the Archdiocese of Philadelphia
- Knowledge of the PA EITC and OSTC programs
- Applicants to be practicing Catholics as verified by the pastor of the parish in which they are registered.

This position is full-time, 12-month position

Duties are representative and not limited to those stated above

Candidates interested in the position of Director of Institutional Advancement should submit their cover letter, resume, and transcripts to:

Jason B. Bozzone, President Pope John Paul II High School at:

jbozzone@pjphs.org

Application Deadline: September 23, 2019

Interviews will be granted to the most qualified applicants.

PA required clearances and Safe Environment Certification and official transcripts will be required before employment can begin.

As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment.

Employment practices will not be influenced by an individual's legally protected status or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.