



POSITION DESCRIPTION

Job Title: Director of Mission Advancement

Reports to: SMCS President

Hours/Position: Full-time, Exempt

Position Overview:

The **Director of Mission Advancement** is responsible for designing and implementing a comprehensive advancement plan to support all aspects of philanthropic giving and to create a *best in class* development team. Reporting directly to and working closely with the SMCS President, this position will have full responsibility for donor engagement, fund development, fundraising, stewardship and management of the day-to-day functions of the development team – overseeing all activities and marketing for annual giving, special events, major gifts, alumni programs, donor relations, corporate and foundation relations and planned giving.

General Duties/Responsibilities:

Advancement, Fund Development and Alumni Engagement

- Develop the vision, strategy and mechanisms of giving to support SMCS and the strategic plan
- Design, implement and manage all philanthropic activities including but not limited to annual fund, special events, major gifts, alumni relations and planned giving to meet the agreed upon goals
- Manage all strategies and activities for donor cultivation including individuals and corporations, relational solicitation and stewardship for annual and long-term financial support of SMCS
- Manage the research, writing and submittal of grant proposals to foundations and corporate organizations; ensure the timely reporting and management oversight of each
- Leverage the President and other key members of the system as instruments for donor engagement and solicitation
- Actively participate as a member of the SMCS Foundation Board of Directors, the Board of Trustees Fund Development Committee, and other committees as assigned by the President to foster and enhance philanthropic giving; assume responsibility for all assigned duties and reports
- Oversee the design and implementation of a comprehensive strategic program to encourage and enhance alumni engagement, support and giving for SMCS
- Serves as a liaison to schools and co-curricular programs for their individual fundraising initiatives
- Represent SMCS at periodic public relations events and/or speaking opportunities, as well as at system extra-curricular events
- Perform additional duties as assigned

Required skills and personal characteristics:

- Strong belief in Catholic education and the SMCS mission and vision
- High level of integrity; discretion in handling sensitive and/or confidential information and situations
- Proven relationship builder, with the ability to inspire and persuade people from a variety of backgrounds
- Flexibility to work both independently and collaboratively in complex structures

- Excellent command of the English language and high level writing and presentation skills
- Proficient use of data analytics to optimize business results
- Self-starter, with the ability to prioritize and manage multiple tasks with efficiency, skill, and an eye for detail
- Willingness to work flexible hours in a variety of tasks, including evenings and weekends

Education / Experience:

- Bachelor's Degree
- Five or more years of academic or non-profit development/advancement experience
- Five or more years of experience in team management
- Proven record of fundraising and donor engagement

The **Director of Mission Development** will be supported through an Advancement team consisting of the Alumni Relations and Events Coordinator, Zephyrfest and Marketing Coordinator, Advancement Coordinator, Director of Communications, and Director of Admissions

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the implementation of the faith community. I can perform the above duties with or without reasonable accommodations.

Signature: _____

Date: _____