

Newark Catholic High School
Advancement Director
Part-time
Catholic Preferred

Newark Catholic High School, located at One Green Wave Drive in Newark, is seeking a Part-time Advancement Director.

The Part-time Advancement Director provides leadership and vision for the key advancement areas of the school and is responsible for the planning, management, coordination, collaboration, and evaluation of the development, alumni relations, recruitment and enrollment management, and communications and marketing program. The Advancement Director is responsible for developing strategy and implementing plans for advancing the school's mission. The position is expected to use personal judgment in carrying out routine duties and responsibilities.

Essential Job Responsibilities:

Development

- Partner with the NCHS Foundation, Alumni programming, Athletic programs, School Advisory Board in coordinating the mission and image of Newark Catholic High School (NCHS).
- Responsible for the planning, management and implementation and/or coordinating and assisting in all fundraising and relationship building initiatives.
- In coordination with above organizations, design, implement and evaluate long-range fundraising program of the school, including the component parts: the Annual Fund, day of giving, capital and endowment giving, planned and deferred giving, fundraising events, and other formal gift initiatives.
- Create and execute strategic plans in area of development (along with alumni relations and enrollment).
- Plan systematic efforts to identify, solicit, steward, maintain and upgrade annual giving donors.
- Identify, cultivate and solicit major gift and planned giving prospects (current parents, alumni parents, corporations and foundations).
- Assist with capital campaigns.
- Plan, manage and implement annual giving, major gifts and events. This includes, but is not limited to: prospect identification, cultivation, solicitation and stewardship.
- Educate and engage key volunteers (parent groups, alumni and friends of NCHS) in implementing mission-based fundraising.
- Provide information and reports in a timely manner.
- Work to create and support a culture of philanthropy with the school.
- Collaborate with others on donor and gift record-keeping and the management of databases and all records, files and gift processing.

- Manages the pledge reminder and acknowledgement programs with the data base manager, if/when applicable.
- Prepares and manages the advancement budget to serve long and short-term planning goals.

Enrollment Management

- Plan, collect data, make projections and report enrollment management data.
- Collaborate with pastors and principals in feeder school communities to advance enrollment.
- Work closely with administration and communications designee to coordinate the external and internal marketing efforts and initiatives to attract and retain students.
- Work with admissions director and other designees to create and execute a strategic plan for enrollment and retention.

Communications & Community Relations

- Prioritize Alumni programming and engagement in all areas and responsibilities.
- Work with designee to help with print publications to promote the advancement office's activities.
- Identify, recruit and engage volunteers including: prospects, parents, alumni, grandparents, clergy, faculty and administrative staff, etc.

Governance and Strategic Planning

- Articulate the school's vision and mission to all constituents
- Promote understanding, acceptance and support of the mission statement and objectives of the school
- Set priorities to meet annual goals
- Work closely with the principal and other entity leaders to set and achieve goals and objectives
- Manage the overall advancement program and budget

Regular attendance and punctuality is essential for this job.

Requirements:

- Proven track record of relationship management and sales along with professional experience is desired
- Baccalaureate degree is preferred
- Current satisfactory BCI & FBI background checks
- Have attended or be willing to attend a [**VIRTUS Protecting God's Children training**](#)

[**Click here**](#) for a full copy of the job description. Interested candidates may email their resume and letter of interest to Principal, Beth Hill, at [**bhill@cducation.org**](mailto:bhill@cducation.org).