Title of Position: Director of Advancement
Name of Organization: St. Joseph High School
Website: www.stjoeshs.org
Location of Position: Westchester, Illinois
Type of Organization: Secondary Education
Position: Executive Level
Reports To: President
Status: Full-time (Exempt)

Role of the Director of Advancement
St. Joseph High School (or SJHS) seeks a dynamic experienced fundraising professional to further its mission by expanding the advancement effort to more fully engage with donors, alumni and friends and move the operation to the next level of excellence. As the school celebrates its 60th year and welcomes a new president, it is poised with the right leader, to dramatically increase funding and bring transformation across the institution and community.

The Director of Advancement (Director) is responsible for designing and executing a well-coordinated, integrated, and comprehensive fundraising strategy in order to generate substantial revenue growth and long-term financial stability. He/She oversees and enhances the current major gift, direct mail, planned giving, special events, and communications and cultivation programs thereby enabling more constituents to engage and support the institution’s key priorities of student financial assistance, academic programming, faculty enrichment, and operations.

The Director provides leadership and supervision to a team of professionals including alumni director, special events coordinator, grant writer, communications manager, and database manager. He/She serves as a member of the School Leadership Team and reports to the President.

Director of Advancement Qualifications:
• The successful candidate will display a record of leadership and accomplishment in the field of development with a proven track record in identifying, qualifying, cultivating, soliciting, and closing major gifts and the ability to build lasting relationships with key constituents, including donors, staff and volunteers.
• Candidates must be strategic thinkers able to build upon the strengths of the existing program, identify opportunities for growth and expansion, implement best practices, mentor staff and further perpetuate the collaborative spirit and collegial working environment at St. Joseph High School.
• Comprehensive management skills and experience are required including but not limited to short and long-term planning, evaluation, directing and motivating staff, exceptional listener with strong written
and verbal communication skills, marketing and financial management, values clarification, organizational behavior and development, and governance.

- Exemplary interpersonal skills are essential as is the ability to affect favorably sophisticated volunteers and donors.
- Demonstrated experience and confidence in asking people to contribute time and money is required.
- Must have demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.
- Knowledge and experience in the following areas is required: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, and direct mail, and, development office functions including gift processing, prospect and donor histories, and fundraising reporting.
- Familiarity with computer systems is necessary.
- Must have demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.
- Knowledge and experience in the following areas is required: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, special events, telephone solicitation, and direct mail, and, development office functions including gift processing, prospect and donor histories, and fundraising reporting.
- Familiarity with computer systems is necessary.
- Must have demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions.

Additional Employment Requirements:
- Must possess a valid driver’s license and ability to meet driver safety standards.
- Must be respectful of donor privacy, analyze data effectively, and ideally have a good sense of humor.
- Fosters positive working relationships and conducts themselves professionally both internally and externally.

Conditions of Employment
- Completion of Protecting God’s Children training
- Criminal background check and fingerprinting
- Reference checks
- Flexible hours required

Salary and Benefits
This is a full-time 12-month position. Salary is competitive and commensurate with experience and qualifications. Benefits include: vacation days, personal days, sick days, other school holidays; health, dental, and vision insurance; long term disability insurance; and retirement.

History, Purpose, Direction of Organization
St. Joseph High School is a Roman Catholic, coeducational, college prep school in Westchester, Illinois sponsored by the De La Salle Christian Brothers. Formed in the Lasallian tradition, the mission of St. Joseph High School is to provide a Christian education for young men and women of diverse economic and cultural backgrounds.

The upcoming academic year marks SJHS 60th anniversary since its founding in 1960. Previously an all-male institution, SJHS became coed in 2005 due to the closing of Immaculate Heart of Mary High School (IHM), its
neighboring all-female institution. Prior to the opening of school in 2006, SJHS purchased the former grounds and building of IHM, and started the second semester of the 2006-07 school year by moving classes into the building. The original St. Joseph High School building is now used primarily for athletic facilities.

Today, the school serves a student enrollment of 265 young men and women, who represent more than 100 intermediate schools within the Chicago Metropolitan Area. It is one of twenty-eight Christian Brother ministries in the Midwest District. The Midwest District is one of four Districts in the Lasallian Region of North America. It encompasses eight states and includes three universities, fourteen high schools, four San Miguel Schools, four retreat centers and two publishing houses. The Midwest District of the De La Salle Christian Brothers is part of a global Catholic educational network transforming the lives of young people since 1680. The Christian Brothers are the second largest university network in the world and the largest high school network in the United States.

SJHS is accredited by the North Central Association of Colleges and Secondary Schools and approved by the Illinois State Board of Education. It is a member of the National Catholic Educational Association and the Christian Brothers Educational Association. The school is also a member of the Illinois High School Association (IHSA), the [Chicago Catholic League] (CCL), and the Girls Catholic Athletic Conference (GCAC).

Application Procedure
Review of applications will begin immediately and continue until August 23, 2019. Interested and qualified candidates are asked to submit electronically with a letter of introduction, resume or curriculum vitae, salary requirements, the names, addresses, telephone numbers, and email addresses of five professional references, and a writing sample, preferably a major gift proposal to:

St. Joseph High School  
Director of Advancement Search  
Attn: President Dr. Ronald Hoover at rhoover@stjoeshs.org  
Subject: SJHS Search – Director of Advancement

All applications will be held in confidence at this stage in the search. References will not be contacted until the final candidates have been selected. No phone inquiries please.

St. Joseph High School is an equal employment opportunity employer.