

[Powers Catholic High School](#) is now accepting resumes to fill the Director of Advancement position. Powers Catholic is a 9th-12th grade Roman Catholic high school functioning under the jurisdiction of the Diocese of Lansing. The school was founded in 1970 and is moving into the 54th year of servicing students and families.

Philosophy:

Powers Catholic High School creates intentional Disciples of Jesus Christ who live out the Gospel. Guided by the principles of our Catholic faith, our entire staff is committed to forming leaders who serve church, family, and community.

Overview:

The Director of Advancement, in collaboration with the President and Board of Trustees, is responsible for the design, leadership, and execution of the development/institutional advancement program for Powers Catholic High School to support the school's Catholic mission, today, and into the future. As the lead development officer, this position reports directly to the President. The Director will lead and support the advancement team in executing the overall advancement strategy including the following core initiatives: major gifts (including planned giving, annual appeals, fundraising initiatives and events)

Required Skills and Experience:

- Degree in advancement and development fields preferred with certification (as Certified Fund-Raising Executive).
- Minimum 3-5 years' experience as Development professional or Director of Development within an educational institution. (preferred)
- Previous experience in successfully managing capital campaigns (\$5 million or more preferred)
- Proven ability in grant writing and soliciting major gifts with one, three, and/or five-year histories
- Proficient in Microsoft Office and highly acclimated to Raiser's Edge, Salesforce, or other mainstream CRM.
- Excellent written, verbal, and interpersonal skills
- Team player with ability to work collaboratively and maintain positive working relationships.

Roles and Responsibilities:

- Oversee daily operations of Advancement Office
- Coordinate, using fund-raising matrix, dates for all fund-raising activities conducted by the school, school organizations, and/or the Advancement Office.
- Plan and implement as part of the overall development plan, with support from the President/Principal and Advancement sub-committee, a comprehensive "annual giving" campaign to secure significant funding for the school.
- Serves as ex-officio staff to the Advancement sub-committee of the Board of Trustees and meets regularly with them providing professional leadership and direction and supporting the committee's efforts.
- Maintain close relationships with major donors, corporations, and local foundations to build the school's endowment and to fund substantial capital programs as well as the annual fund.
- Expand the planned giving and trust fund programs as well as increasing alumni giving/connections.
- Work directly with faculty and staff keeping them engaged in the Advancement efforts while helping to create an internal community of philanthropy.
- Collaborate with the President and Board Development Committee, and Alumni Director, a comprehensive outreach program to engage alumni and solicit giving
- Coordinate with the Director of Admissions all marketing publications for student recruitment for consistency of design and message.
- Collaborate with the Executive Director of the Genesee County Catholic Schools in supporting all efforts to build a unified Catholic school system.
- Actively support the Mission, Vision and Values of the Powers Catholic High School and the Catholic faith.
- Perform other donor engagement activities as assigned.

Critical Qualities:

- Intentional disciple of Jesus Christ who evidences values, integrity, and ethics consistent with the Catholic faith and the mission of Powers Catholic High School
- Polished and professional in demeanor, using appropriate manners and etiquette
- Winsome personality, with a natural ability to connect with people and move them to action
- Compelling conversationalist and intelligent listener
- Maintain strict confidentiality
- Highly organized and detail-oriented self-starter who takes initiative and follows through
- Willingness to travel and work occasional evenings and weekends.

Interested candidates are asked to please attach a cover letter, statement of faith*, resume, to the online application. Position will remain open until filled.

**The Statement of Faith should include an overview of your faith journey, the name of the church you attend, and your current spiritual disciplines.*