

Director of Advancement

School: St. Ignatius Parish School	Position Status: Part time
Supervisor: School Principal	Begins: Aug. 1, 2025
Schedule: Monday-Friday, evening and weekends as needed	

Job Summary

The Director of Advancement helps advance the school's mission by developing relationships with stakeholders who can support the school with their time, talent, and treasure. The Advancement Director is responsible for designing, implementing, and maintaining a comprehensive institutional advancement program for St. Ignatius Parish School. This position is responsible for marketing, communications, database collection, community-building events, Annual Fund, Annual Report, and Alumni Relations. The Director of Advancement reports directly to the principal and works collaboratively with administration and various staff members.

Advancement Duties

- Identifies, cultivates, communicates with, and solicits major gifts prospects.
- Coordinates and oversees the Annual Fund Drive
- Develops, implements, and manages planned giving program providing mechanisms for bequests, charitable trusts, and endowments.
- Supports the development and implementation of fundraising policies and procedures.
- Develops and oversees donor and prospective donor stewardship programs.
- Oversees the gift giving process and recognition program.
- Responsible for the school's social media presence
- Works collaboratively with all Communication teams and Parent Club.
- Responsible for the annual operating budget of the Advancement Office and reports to the principal
- Works with the principal and Parent Club to calendar events related to Advancement
- Ensures comprehensive, accurate constituent, donor, and prospective donor records.
- Generates financial reports regarding gifts, grants, and pledges.
- Responsible for the overall coordination of volunteers associated with the advancement program. (is not responsible for Parent Club events).
- Lead for production, publication, and distribution of the Annual Report

Minimum Qualifications:

- Bachelor's degree and three to five years of professional advancement experience in major gifts, campaigns, and planned giving preferred.
- A strong commitment to and understanding of donor recognition and stewardship.
- Ability to maintain clear, accurate records and prepare accurate and timely reports.
- Proficient with Word, Excel, and database management
- Strong managerial, leadership, and supervisory skills.
- Excellent interpersonal, oral, and written communication skills.
- Proven project management skills.
- Highly self-directed with an attention to detail and ability to organize effectively.

Salary: \$20-\$22/hr depending on experience

Send cover letter and resume to:

Patty Lane

St. Ignatius Parish School

plane@stignatiussacschool.org