Position Title: Vice President of Advancement

FLSA Classification: Exempt

Reports to: President

Position Purpose: The Vice President for Advancement has a key executive leadership role within the organization and has direct administrative and operational responsibility for the development (fund raising and alumni relations) programs of the school. The Vice President is responsible for the organization and supervision of staff and programs in the areas of fundraising campaigns, major gift programs, annual giving, planned giving alumni relations, auction, data management, prospect research, communications and marketing. The Vice President collaborates with the President, the Advancement Committee of the Board, key Board members, and key volunteers of Walsh Jesuit in the development of strategies to solicit major donor prospects. The Vice President works closely with the President and the school's Chief Financial Officer to insure the maximization of all contributed sources of income as they relate to the financial viability of the school.

Essential Functions:

- Advance the mission, vision and goals of Walsh Jesuit in concert with the President and Board of Directors.
- Oversee fundraising activities that include the annual fund, major gift programs, capital campaigns, planned giving, Gala (annual auction), and alumni relations.
- Create and implement short- and long-term strategies to identify, cultivate solicit and steward prospects and current donors for ongoing support of the school.
- Lead and coordinate major and planned gift solicitations with the President and the Advancement Department staff.
- Make personal cultivation, solicitation, and stewardship calls.
- Manage a portfolio of high-level donors/prospects and oversees the portfolio management for other Advancement staff.
- Oversee and coordinate all stewardship and recognition activities.
- In cooperation with the President, provide leadership to the Advancement Committee.
- Work with the President, the Development Committee, key stakeholders and the Board to develop and maintain the case for support and a viable prospect base to support the needs of the school.
- Supervise the preparation of grant proposals and develops strategies for solicitation and stewardship.
- Prepare a detailed annual and multi-year plan of action for the overall Advancement program including goals, specific outcomes, time tables, staffing and budgets.
- Recommend to the President the annual budget for the Advancement Department.
- Prepare reports and projections of Advancement programs and progress toward goals and specific outcomes, reporting regularly to the President and Advancement Committee.
- Evaluate personnel within the Development Department.
- Cultivate and foster a positive relationship with the faculty and staff and reports periodically to them on the progress of school fund raising programs.
- Perform other duties as assigned in support of the mission of Walsh Jesuit

Qualifications:

- Bachelor's Degree and a minimum of seven years' of progressively responsible development, sales or business experience, ideally with an educational institution or non-profit organization
- Advanced degree and/or development certification (CFRE) preferred
- Demonstrated capability of working with principal and major donors, high level volunteers and senior administrators
- Excellent interpersonal and organizational skills
- Proven ability to work with diverse constituencies, high level volunteers and donors, including corporate and foundation officers at all levels
- Proficient with donor software and various forms of electronic communication

Physical Requirements and Work Environment:

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during special activities and fundraising events.
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.