



SAINT IGNATIUS

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Position Description: Vice President of Institutional Advancement

The Vice President of Institutional Advancement develops and executes the constituent engagement strategies to advance the philanthropy culture and results for Saint Ignatius High School (grades 9-12) and The Welsh Academy (grades 6-8) (collectively, “the School”). The successful candidate will be an outgoing, relationship driven executive, with a proven track record of fundraising success, over at least 10 years of non-profit fundraising, development, and advancement experience, including at least 5 years of senior executive level responsibility.

As a member of the executive leadership team reporting to the President and Chief Mission Officer of the school, the successful candidate will lead the Office of Institutional Advancement team and collaborate with members of the School’s leadership team to execute the current and future Advancement strategies effectively, while ensuring those strategies are aligned with and support the mission, vision and long-term strategy of Saint Ignatius High School. Innovative thinking and an entrepreneurial spirit are critical success factors for this role as the School is preparing to embark on a major capital campaign. A successful campaign will require new ideas and approaches while ensuring that historical results and positive trends in annual fundraising, benefactor engagement and annual fundraising events continue to progress.

The successful candidate will have demonstrated skills in working at the C-level with Board level accountability. A commitment to mission-driven organizations with an understanding and commitment to Catholic education in the Jesuit tradition, along with being accessible, approachable, treating all with professionalism and respect, communicating, critical thinking and problem solving are among the key attributes required for this position. A large majority of the School’s benefactors are alumni and as such, an appreciation for the history and traditions and a willingness to foster new relationships with alumni are critical.

In addition to the primary responsibilities noted above, this role oversees a team of 12 personnel responsible for all Advancement activities including major gifts, annual fundraising, alumni relations, gift processing and event planning and coordination, as well as the underlying processes, supervision, staff evaluation and budgeting.

The position pays a competitive salary aligned with Catholic high schools with excellent benefits in an outstanding work environment. Saint Ignatius has been named a "Best Workplace" by the Cleveland Plain Dealer annually since 2011. Numerous personal, professional, and spiritual growth opportunities are offered. As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating Men for Others for more than 130 years. The school is known locally, as well as nationally, as a leader in educational excellence.



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Key Responsibility Areas

- Provide visionary leadership and strategic direction for the Institutional Advancement function in alignment with the mission of the School, and manage all fundraising initiatives, especially those focused on annual fund, endowment, planned giving, and capital needs.
- Steward existing portfolio of Institutional Advancement activities, initiatives and events while leading new initiatives in support of the School's strategic plan with innovative and creative solutions which create excitement and engagement with benefactors leading to fundraising success at all levels.
- Continue to build a comprehensive program (with increased focus on alumni and parents) that broadens the School's donor base and leads to increased annual fund revenue and giving across the fundraising spectrum.
- Collaborates with the capital campaign chairperson to lead the School's capital campaign by developing donor and prospect strategy and inspiring philanthropy among major donors.
- Oversee the overall capital campaign management and organization including prospect pipeline tracking, quarterly benchmarks, prospect strategy, maintaining and improving communication channels, task assignment, and maintenance of timelines.
- Collaborate closely with the President and Advancement Committee of the Board of Regents to set clearly defined and data driven fundraising goals aligned with the School's strategic plan and mission.
- Travel to visit alumni and benefactors to passionately "tell our story" and build relationships.
- Continuously grow Annual Fund supporting both the high school and Welsh Academy to ensure revenue growth is keeping pace with operational demands; expand Foundation giving primarily for Welsh Academy.
- Collaborate with President, Principals, Chief Financial Officer, Vice President of Marketing, Enrollment and Communication, Vice President for Diversity, Equity, and Inclusion, and other leaders to ensure alignment with Institutional Advancement strategies.
- Working with the Vice President of Marketing, Enrollment and Communication, develop and execute integrated communications plans targeting various audiences, including appropriate messages for alumni, benefactors, parents, friends of the school, and the general public.
- Oversee and direct third parties (vendors, partners, consultants) for quality assurance and value.
- Lead an environment of collegiality, inclusiveness, and collaboration among Institutional Advancement staff and with other departments.



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- Create and monitor measurable goals for Institutional Advancement staff; assess potential for staff member success, align projects and responsibilities based upon strengths; counsel staff as needed, including making staff changes if deemed necessary.
- Utilize and continuously seek to strengthen existing data sources to make informed decisions about short and long-term giving strategies and potential.
- Develop, monitor and control the yearly departmental budgets.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree with major in Marketing or other business-related field preferred
- Certified Fund Raising Executive (CFRE) designation a plus
- Minimum of 10 years of progressively increasing responsibility in non-profit fundraising
- Direct (employment) or indirect (volunteer) with mission-driven, non-profit organizations (including but not limited to educational institutions).
- Collegiate or private high school Institutional Advancement/fundraising experience a plus
- Proven relationship builder
- Excellent project manager and people manager with attention to detail and follow through
- Adept at critical thinking and problem solving
- Exceptional writing and speaking skills
- Proven business acumen and C-level communications skills
- Ability to meet concurrent and overlapping deadlines
- Must be able to travel extensively

The successful candidate will also demonstrate the following:

- Commitment to Catholic faith and Jesuit Spirituality
- Customer service focused
- Process improvement and detail oriented with a focus on accuracy
- Professional attitude, demeanor, and work ethic
- Attitude of service to others
- Ability to work both independently and cooperatively in a team setting
- Willingness to engage in personal, educational and faith development
- Values and is willing to be formed in the school's mission, as well as its Jesuit and Catholic identity



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PHYSICAL AND MENTAL DEMANDS:

As a member of the executive leadership team of the school, the Vice President for Institutional Advancement is available as needed and is willing and able to travel overnight several times throughout the year. Must be able to walk significant distances and climb stairs throughout the day as the campus is situated on 20+ acres with over 20 buildings ranging from single story to six stories.

WORKING CONDITIONS:

Primarily inside school buildings (administrative office), though some responsibilities require may be outside.

Our Workplace:

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally Jesuit schools should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,400 young men who hail from 92 cities in an 11-county region. Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 114 faculty members, 89 percent of whom hold advanced degrees. Fifty-six percent have spent 10 years or more teaching at Saint Ignatius.

Saint Ignatius is also home to The Welsh Academy, a middle school for boys from local families of modest economic means, founded in 2019. The academy enrolls more than 60 boys in grades 6-8 and occupies Kesicki Hall on campus

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17



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Advanced Placement (AP) and 21 honors subjects. The U.S. Department of Education has designated Saint Ignatius a Blue Ribbon school.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Employment Philosophy

Saint Ignatius High School, with its Catholic tradition rooted in the *Spiritual Exercises* of St. Ignatius, seeks to hire, develop and promote mission driven individuals committed to collaborative collegial relationships that form young men in faith and prepare them for their adult lives.

Consummate with its mission, the school strives to develop a community that is appropriately representative of the diversity of society.

As an equal opportunity employer, it is our policy to promote equal opportunity for all persons, and prohibit discrimination in all aspects of recruitment and hiring. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

Application Deadline: December 4, 2022

Please submit resume and letter of interest to tpettigrew@ignatius.edu