



**St. Patrick-St. Vincent Catholic High School**  
Vallejo, California

**Director of Advancement**

**THE SCHOOL:**

St. Patrick-St. Vincent Catholic High School (SPSV), a Diocesan, co-educational, college preparatory high school in Vallejo, CA. SPSV is the only Catholic high school in Solano County. We have a proud history of serving families in the Diocese of Sacramento and surrounding areas since 1870. We offer a comprehensive Catholic high school experience for students, with challenging academic programs that help them develop the skills needed to become critically thinking, productive, responsible citizens. SPSV also offers active co-curricular participation in a variety of athletic programs, a robust choir and theatre program, as well as an active campus ministry and social justice program.

SPSV is fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC).

**THE MISSION:**

St. Patrick-St. Vincent High School, a Catholic college preparatory high school in the Diocese of Sacramento, challenges its diverse student population to seek truth as creative, complex thinkers and to be responsible citizens and compassionate individuals who share their gifts with others.

**General Position Description**

The Director of Advancement is responsible for designing and implementing a comprehensive advancement plan to support all aspects of philanthropic giving. Reporting directly to and working closely with the Principal/President of St. Patrick-St. Vincent Catholic High School, the Director of Advancement will manage the day-to-day functions of the Advancement Department. Also responsible for coordinating all activities for annual giving, events, major gifts, alumni programs, research, donor relations, corporate and foundation relations, planned giving and communication and marketing.

Will possess a high level of professionalism and integrity; the ability to inspire and effectively manage staff and volunteers; the ability to build and lead teams; excellent writing skills, creativity, intelligence, a sense of humor and flexibility.



### **Accountability**

- Accountable to the Principal/President.

### **Status**

- Exempt

### **Member Of**

- Principal/President's Administrative Team

### **Responsibilities**

#### **Faith Community Affairs**

- Ensure that all areas of responsibility are operated consistent with the Catholic mission of the school.

#### **Fundraising**

- Design, implement and manage all philanthropic activities including but not limited to annual fund, special events, major gifts, alumni relations and planned giving.
- Responsible for the preparation and management of the annual department budget.
- Manage all strategies and activities for donor cultivation, solicitation and stewardship.
- Manage the research, writing and submission of grant proposals to foundations and corporations. Ensure the timely reporting and management oversight of each.

#### **Advancement Department Infrastructure**

- Establish and maintain policies and procedures that ensure the integrity and confidentiality of all donor data.
- Supervise donor and gift record-keeping.
- Coordinate the development of donor prospecting and research activities.
- Oversee the management of databases and all records, files and gift processing.

#### **alumni Relations**

- Oversee the design and implementation of a comprehensive strategic program to encourage and enhance alumni participation, support and giving for St. Patrick-St. Vincent Catholic High School.
- Support the alumni Relations Associate and donor stewardship activities



including reunions, special events and other activities.

- Manage the oversight and organization of alumni events, collecting news and information about the members of the alumni for publication and keeping accurate records of alumni.
- Oversee production of The Bridge magazine.

#### Parent Relations

- Work with all parent organizations to identify and train a core group of volunteers to assist in philanthropic efforts to support the school.

#### Supervisory

- Directly supervise employees in the Advancement Department in accordance with the school's organizational structure, policies and applicable laws.
- Interview, hire and train employees; plan, assign and direct work; appraise performance; reward and discipline employees; address complaints and resolve problems.
- Oversee all department administrative considerations and ensure the accuracy and timeliness of all prospect, donor and volunteer communications, lists, reports.

#### Miscellaneous

- Perform additional duties as assigned.

#### Qualifications

##### Education/Certification

- Bachelor's Degree required.
- Master's Degree preferred.

##### Experience

- Minimum of seven years experience in a nonprofit organization; demonstrated success with philanthropic programs (managing and forging relationships with multiple donor sources).
  - Demonstrated accomplishment in cultivation of donors and over time the ability to build strong partnerships and interpersonal relationships including experience in developing alumni relations programs and events.
  - Successful record of accomplishment in achieving fundraising goals and the ongoing cultivation and retention of donors.



#### Skills/Knowledge

- Ability to construct, articulate and implement annual strategic and comprehensive development plans.
- Personally able to solicit gifts at all levels.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside the school.
- High energy and passion for St. Patrick-St. Vincent Catholic High School's mission is essential.
- Strong organizational and time management skills with exceptional attention to detail.
- Customer focused.
- Excellent verbal and written communication skills.
- A professional and resourceful style; the ability to take initiatives and to manage multiple tasks and projects at a time.
- As a high school in the Diocese of Sacramento, our Catholic religious beliefs provide the basic framework for our moral, ethical and social teachings. It is important for anyone interested in collaborating with us in our work and ministry to have an understanding of these teachings.
- Knowledgeable in computer applications related to the duties and responsibilities specified.
- Advance database knowledge in Blackbaud, Raiser's Edge, Excel, and Greater Giving is desirable.



## **Employment Application for Director of Advancement**

### **Application Requirements:**

1. Diocese of Sacramento Pre-Application Statement and Applicant Questionnaire
2. Current resume
3. A compelling letter of interest
4. Three references, at least one of which must be directly involved in your current organization

### **Application materials may be emailed to**

Coleen Martin, Principal @ [applicants@spsv.org](mailto:applicants@spsv.org)  
or sent to

1500 Benicia Road, Vallejo, CA 94591

**Deadline for applications: Until Filled**

**Position begins: Immediately**

### **Notice of Non-Discrimination**

It is the policy of St. Patrick – St. Vincent High School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.