

**ROMAN CATHOLIC DIOCESE OF ST. AUGUSTINE  
BISHOP JOHN J. SNYDER HIGH SCHOOL  
DIRECTOR OF ADVANCEMENT**

**FLSA:** Exempt  
**Reports To:** Principal

**Job Description:** Position is responsible for implementing a comprehensive plan resulting in increased participation and engagement with alumni, parents, faculty and the community at large. This plan will result in increased funding to the Annual Appeal through donations including large gifts, corporate matches, and planned giving.

The ideal candidate will demonstrate experience and expertise with non-profit fundraising, event planning, marketing and advertising, alumni affairs.. Candidates should be prepared to support the mission of our Catholic school and interests in the community via three main events: Annual Appeal, Cardinal Classic golf tournament, and Spring Fling auction. This position is full-time and includes diocesan benefits.

**Responsibilities:**

- Identify, cultivate, pursue and retain major donor and contributor support.
- Maintaining strong relationships between the school and current donors and contributors.
- Create opportunities (in person and virtually) for donor and contributor engagement which reflect positively on the school.
- Develop and implement events such as the Cardinal Classic golf tournament, Spring Fling auction and support efforts of Campus Ministry in their efforts to organize the annual Rachel 5k.
- Develop and implement a comprehensive plan for the Annual Fund campaign with the objective to strengthen the school's fundraising program.
- Support fundraising efforts by effectively recruiting, inspiring and working collaboratively with volunteers and committees.
- Create and manage the publication of the Crosier Annual report. Ensure the Crosier is published and distributed to donors and contributors in a timely manner each fall.

**Qualifications:**

- Bachelor's degree in a related field is strongly preferred.
- Experience in a parochial or not for profit environment preferred.
- Ability to appreciate and communicate a passion for Catholic high school education.
- Must have a high degree of initiative and strong organizational skills.
- Proficiency to attention to detail and deadlines.
- Demonstrated success in producing first class events as part of the overall plan to increase participation and engagement with donors and contributors.
- Demonstrated leadership and effectiveness in developing and accomplishing organizational goals.
- Superior communication skills, ability to conceptualize and execute strategic plans, the ability to interact confidently and effectively with school staff, students, donors, trustees, school administration, the media and alumni
- Working knowledge of the Google for education suite or Microsoft Office (Word, PowerPoint, Excel) and database software
- Some nights and weekends are required based on calendar of events.