

**Director of Advancement  
Vandebilt Catholic High School  
Job Description  
2017**

Overview:

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 President, the Director of Advancement will manage the day-to-day functions of the Advancement Department including coordinating all activities for annual giving, special events, major gifts, research, donor relations, corporate and foundation relations, and planned giving. Additionally, the Advancement Director will provide support to the School Board Advancement Committee to foster and enhance overall giving.

The Director of Advancement is responsible for but not limited to the following:

1. Solicitation
  - a. Identify, cultivate, communicate with, and solicit major gifts prospects
  - b. Develop and market advertising opportunities at the school for businesses and individuals
  - c. Oversee the gift giving process and recognition program
  - d. Manage the research, writing and submittal of grant proposals to foundations and corporations. Ensure the timely reporting and management oversight of each
2. Annual Fund Drive
  - a. Responsible for all Phases - Parent, Faculty/Staff, Grandparent, Alumni, Other Friend of VCHS
  - b. Responsible for all printed material and mailings
  - c. Responsible for selecting Chairpersons of the drive
3. Grandparents Day
  - a. Responsible for invitations to grandparents
  - b. Responsible for the Grandparents Day presentation
  - c. Responsible for organizing pictures
  - d. Responsible for thank you letters and Annual Fund request
4. Raffle
  - a. Responsible for ordering tickets
  - b. Responsible for all advertising material for the raffle

- c. Responsible of organizing, distributing, and collecting tickets and money
- 5. New Autumn Festival
  - a. Serve as the official school representative on the Festival Committee
  - b. Coordinate school auction items
  - c. Coordinate faculty / staff assistance
- 6. Scholarships / Tuition Assistance
  - a. Solicit funds for additional scholarships
  - b. Communicate with donors of scholarships
  - c. Work with the Admissions Director for scholarship awards
  - d. Coordinate ARETE and ACE scholarships with Admissions Director
  - e. Coordinate tuition assistance with the Admissions Director
- 7. Hall of Fame
  - a. Oversee the selection of the Hall of Fame
  - b. Organize the Hall of Fame event
  - c. Work with recipients for invitations
  - d. Publicize Hall of Fame
- 8. Sustain
  - a. Establish and maintain policies and procedures that ensure the integrity and confidentiality of all donor data
  - b. Oversee that all donations are tracked through Sustain
  - c. Insure that donors receive thank you notes and Christmas cards
  - d. Develop strategies to maximize solicitation using Sustain data
- 9. Other
  - a. Assist the PR Director with proof-reading
  - b. Work with all parent organizations to identify and train a core group of volunteers to assist in philanthropic efforts to support the school
  - c. Serve as the secretary to the School Board
  - d. Perform additional duties as assigned by the president