



Advancement Officer

Cathedral High School seeks a self-driven team player to fill a full-time **Advancement Officer** position. The ideal candidate will work closely with a four person fundraising team to implement a multifaceted fundraising plan that incorporates an annual fund, individual donors, events, and foundation and corporate grants. This person will also participate in a multi-million-dollar campaign that Cathedral is spearheading over the next two years.

Key Responsibilities:

- Works with the Director of Advancement to develop a long-term plan for achieving our revenue goals for annual giving, including prospect research, and lead development alumni engagement strategies, leveraging social media in alumni outreach efforts.
- Executes and manages Cathedral's annual fund across multiple mediums (direct mail, social media, and through donor events)
- In coordination with the Director of Advancement, plans, implements and manages a robust events calendar of fundraising and stewardship events, including developing a social media strategy as well as volunteer and vendor management
- Reviews event execution and event registration process, and works on troubleshooting the user experience
- Manages event and annual fund budgets. Provides projections and reports on budgeted revenues and expenses.
- Manages and cultivates a portfolio of donors to further engage them in higher levels of giving and meaningful connections with the mission, our students and the Cathedral leadership team
- Develops and manages a team of Alumni Ambassadors to assist with events, while increasing class participation and giving
- Documents donor communications in Raiser's Edge database
- Submits regular reports/metrics on cultivation, solicitation, and stewardship
- Collects and analyzes data using Raiser's Edge software that measures event participation and engagement to inform strategic planning of future events
- Assists with ongoing story creation for eNewsletters, donor videos, social media and student speeches at events
- Other duties as assigned outside of your main responsibilities may occur on occasion

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Qualifications Needed:

- A demonstrated interest and passion for Cathedral's mission
- Experience with Raiser's Edge or similar donor database as well as Microsoft Office Suite
- Bachelor's degree required
- A minimum of three years experience in fundraising
- A demonstrated success in coordinating events
- Strong verbal and written communication skills
- Highly organized with meticulous attention to details
- Ability to manage projects, timelines, and budgets
- Strong ability to take initiative and work independently, but also be a team player when needed
- Ability to be professional and discreet when dealing with confidential or sensitive materials
- Flexibility in accommodating a work schedule that is occasionally dictated by our event schedule, including the ability to work some evening and weekend events

To Apply:

- Send a thoughtful cover letter and résumé to advancement@cathedralhighschool.net.
- Please include your desired salary range in the cover letter.
- Please enter in the subject line of the email "Advancement Officer."
- Please no phone inquiries.

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