



Position Posting

Title: Chief Advancement Officer

Reports to: Headmaster

The Chief Advancement Officer at Matignon High School will work with the Headmaster and advancement staff to implement the entire scope of fund development efforts for the Catholic, co-educational institution.

Position Responsibilities:

- Provide day-to-day oversight of all development activities to assure an effective, coordinated, comprehensive advancement program.
- Identify major gift prospects and coordinates subsequent cultivation and solicitation activities.
- Maintain a personal portfolio of major gift prospects and to manage a portfolio all major gift prospects to be visited by Headmaster.
- Manage Advancement Team, helping to plan all fundraising and alumni events and outreach.
- Identify new opportunities for philanthropic growth; such as the creation of new parent, past-parent, and alumni solicitation strategies.
- Work closely with other staff and vendors to develop communications strategies, promotional pieces, and written proposals.
- Provide leadership support to the Advancement Committee of the Board of Trustees.
- Develop long term goals and strategic plans for continued growth of Matignon High School's Advancement program.

Expectations:

- 50% of time should be spent on cultivation, solicitation, and stewardship of major donors
 - Should conduct 50 donor visits per year, solicit 25 gifts per year of \$5,000+
- Ensure that all philanthropic goals and expectations are being met
- Work with Board members and Headmaster in fulfillment of department goals
 - Manage the Headmaster in advancement work
- Assist and support a goal of 50 cultivation and/or solicitation visits per year by the Headmaster

Experience & qualifications:

- Master's degree preferred and minimum of five to seven years of successful fund development experience, preferably in an educational institution.
- Will demonstrate knowledge of the principles and practices associated with fundraising in education including direct mail, telephone solicitations, reunion giving and donor relations.
- In leading the entire fund development effort, from strategizing to implementation to management of a creative staff, the candidate will need mature management and communication skills, the ability to shepherd a targeted effort within a larger and more complex department, and the operational skills that ensure tactical project management.

- Strong computer and analytical skills are required along with excellent writing skills.
- It is important for a candidate to feel a commitment to the academic institution, mission, programs, and future aspirations of the school.
- The uniqueness of the school requires understanding and appreciation to better cultivate donors on their own terms.
- A results-oriented individual who demonstrates the ability to work well with people at all levels of an organization, warmly develops relationships with diverse constituencies, and simultaneously employs keen judgment has the best opportunity for success.
- Strong, collaborative, energetic individual with seasoned fundraising skills.

Interested candidates should apply with cover letter and resume via School Spring:

<https://www.schoolspring.com/job.cfm?jid=3003625>