



GREENWICH
CATHOLIC SCHOOL

Director of Advancement Job Description

Greenwich Catholic School is a PreK-8th grade faith-based elementary school serving students in Connecticut and New York. The school is home to over 330 students and their families. Our commitment to Catholic education and serving our community is at the forefront of all we do.

The Director of Advancement reports to the Head of School.

Director of Advancement Job Responsibilities:

- Build a comprehensive fundraising program.
- Partner with the Board of Directors, Parents Association, Advancement Committee, staff and faculty, and volunteers achieve fundraising goals.
- Stewarding major donors and managing a portfolio of gift prospects, providing strategies for prospects for the Head, and ensuring that timely steps are taken toward solicitation.
- Develop and publish Annual Report each year.
- Continuing to grow the School's Annual Fund efforts to increase parent participation through improved communication and education.
- Working directly with the Board's Advancement Committee to establish event and campaign based fundraising strategies, policies and plans.
- Strategizing community sources of funding through grants and corporations.
- Managing, with the appropriate staff members, the efforts of the Parents Association.
- Lead and manage Annual Benefit.
- Conduct a year-end parent survey. Provide executive summary to Head of School and Board of Directors.
- Write appropriate grants in collaboration with the Head of School.
- Collaborate with the Director of Enrollment and Marketing and Director of Communications to address the School's various communication needs such as:
 - Overseeing alumni and parent communications and providing vehicles for more effective Board and staff communication.

- Developing a plan for alumni and parent relations which is systematic in its approach, addressing those who are positively disposed and looking for mechanisms to stay involved with GCS.
- Defining the vehicles for communicating for all constituent groups.

Director of Advancement Qualifications/Skills:

- A deep respect for, and ability to articulate, the mission and core values of Greenwich Catholic School.
- Proven ability to cultivate, solicit, and steward leadership gifts.
- Collaborative skills to work effectively with the Head of School, Board, faculty, staff, and volunteers with the ability to maintain confidentiality and to exhibit good judgment when making decisions.
- Ability to direct strategy and course correct as necessary.
- Excellent written and verbal communication skills.
- A team player.

Education and Experience Requirements:

- Associates or bachelors degree.
- Experience fundraising and soliciting donors.
- Proficiency with Google Docs and Microsoft Office.

Five, 7 hour days per week. 8:00-3:00.

\$40,000-\$70,000 annual pay.

Greenwich Catholic provides a rich working environment, competitive salary, and the chance to make a difference in the lives of our school community.

Please send letter of interest and resume to Rebecca Steck, Head of School, at rsteck@gcsct.org.