



Position: Vice President of Advancement
Reports to: President

Reporting to the President, the Vice President of Advancement (VPA) serves as a key leadership team member and is responsible for managing all aspects of SMPA's day-to-day Advancement program including resource development, donor stewardship, marketing and communications and community and public relations. The Vice President of Advancement will have primary responsibility for establishing, implementing, and nurturing existing donor and foundation relationships with a focus on Major Donor growth. The VPA will also be responsible for forging new relationships, growing SMPA's endowment, writing/overseeing grants, managing special events, establishing and managing a Planned Giving Program and systematically strengthening overall fundraising capacity.

Key Responsibilities

- Work with the School President and key Board committees to meet the school's strategic directives, including multi-year budgeting.
- Support and work with the President, Board and committee members in their fundraising and donor stewardship efforts.
- Implement and manage a Major Donor strategy, major gifts, scholarship, sponsorships, grant writing, special events, annual, capital and planned gifts.
- Identify, evaluate, cultivate, solicit, steward and retain individual donors, prospects, sponsors and foundations; create projections, analyze data and report on donor trends/outcomes.
- Manage the annual fundraising budget and develop strategies to successfully meet annual and multi-year fundraising goals; track and report results to the President and Board of Trustees.
- Ensure that St. Martin's has a public presence for the school through presentations, public speaking, writing and attendance at functions.
- Oversee key fundraising events and planned giving/legacy giving.
- Provide leadership to advancement team including establishing annual goals and providing regular performance reviews.
- Oversee donor and prospect management systems by ensuring policies, systems and procedures built on best practices for soliciting, reporting and financial accounting.
- Perform other duties as assigned by the School President.

Experience

5-7 years direct experience in managing Major Giving program preferable.

Required Competencies

- Bachelor's degree in applicable field required (Master's preferred)
- Strong analytical, quantitative and problem-solving skills
- Strong written and verbal communication skills
- Strategic thinker

- Strong financial acumen
- Detail-oriented and used to managing and tracking multiple priorities simultaneously
- Identify new ways to drive and generate revenue, engage board members and secure new prospects
- Exceptional interpersonal skills
- Possesses creativity
- Demonstrated success in leading major fundraising initiatives or comparable activities
- Donor-focused; seeks and listens to the needs, interests, and passions of the donor
- Proven ability to direct, lead, coach, and mentor team in achieving organizational goals
- Ability to work with diverse groups

Benefits

- The position is full-time and exempt, with full benefits.
- Medical insurance paid 75% by SMPA with the balance paid by employee
- Paid vacation and holidays in accordance with the school calendar (approximately 43)
- 403b Retirement Plan (with Match)
- Salary commensurate with experience

Salary: \$100,000-\$150,000.

To Apply: Email toconnor1969@gmail.com

About SMPA

Saint Martin de Porres (SMPA): Founded in 2005, SMPA is a faith-based, NativityMiguel model middle school that provides tuition-free, extended day education to underserved girls and boys of all faiths, races and cultures from low-income families in the New Haven area. We are an independent Catholic school committed to a belief in the dignity and worth of every person, SMPA strives to provide every child with a promising start to life and to equip them to fulfill their academic potential while achieving spiritual and social maturity. With a vision to break the cycle of poverty through education and opportunity, SMPA promotes more than academic excellence. The Academy cultivates personal responsibility, social skills and leadership, balanced with a strong spiritual foundation and a recognition of the need to serve others. SMPA supports its graduates throughout high school and college. Its proven, faith-based model has achieved notable success, with 99% of students graduating from high school, and 98% of students accepted to college. SMPA's dedicated faculty and staff, some of whom have been involved since the school's founding 18 years ago, are committed to the Academy's students and to building a supportive, safe community. The school has also been successful in garnering philanthropic support. Annual philanthropy from a group of loyal and dedicated donors covers its \$2 million operating budget. At this juncture, as the Administration and Board develop the next strategic plan, the Academy seeks a seasoned, experienced chief advancement officer to help elevate philanthropic accomplishments and support the Academy's promising future.