



REGIS CATHOLIC SCHOOLS
JOB DESCRIPTION
ADVANCEMENT DIRECTOR

POSITION DESCRIPTION:

This individual will serve Regis Catholic Schools and the Regis Catholic Schools Foundation by focusing on cultivating, soliciting, securing, and stewarding alumni, friends, current parents, and business gifts in support of the annual Regis Fund, Tuition Partnership Program, Major Gifts Program, Scholarships, Planned Gifts, and Memorial Gifts, in addition to any other special campaigns. This individual will also be responsible for assisting with special events throughout the Regis Catholic Schools system. In addition, there may be other duties as assigned by the President of Regis Catholic Schools.

QUALIFICATIONS:

- Practicing Catholic
- Committed to Catholic education, as well as, Regis' Core Values, Mission and Vision
- A minimum of a Bachelor Degree from an accredited college or university in Finance, Business Administration, Marketing or related field
- Three years of experience in fundraising, business development, sales, or closely related field, preferred
- Preferred advancement experience in the area of major or leadership gift cultivation, solicitation, and stewardship
- Proven track record of funds generated and successful completion of projects
- Demonstrates a clear understanding of the comprehensive and integrated advancement model
- Excellent oral and written communication skills, including public speaking ability. Must have excellent interpersonal skills
- Must be comprehensive and well organized, must have a timely execution of the tasks, and must maintain records and reporting on results
- Proficiency in Microsoft Office Suite and Google applications
- A highly energetic, self-motivated professional with a demonstrated ability to build donor relationships and close leadership gifts
- Must be willing to travel, including travel out of town for several days at a time

RESPONSIBLE TO:

- The President of Regis Catholic Schools in conjunction with the Regis Catholic Schools Foundation Board

PERFORMANCE RESPONSIBILITIES:

- Support RCS President in all system-wide administration and programming, including all matters pertaining to the implementation and administration of a comprehensive advancement model and the annual advancement plan.
- Plan, organize, and take a lead role in executing the Annual Regis Fund and Tuition Partnership Program, both of which are goal-oriented alumni, friends, current parents, grandparents, and

businesses annual appeal giving programs. Offer prospect strategy counsel to RCS President and the Regis Catholic Schools Foundation Board.

- Work collaboratively with all system leadership groups, administrative team members, and system employees.
- Participate in all aspects of the leadership gift cycle.
 - Initiate contacts with potential alumni and major gift donors and establish positive donor relations.
 - Develop appropriate cultivation strategies, including working with other RCS personnel, RCS Foundation Board members and volunteers.
 - Move potential alumni and friends donors in an appropriate and timely fashion toward solicitation and closure.
 - Prepare thank you and tax receipt letters for all donations.
 - Make solicitations, when appropriate.
 - Maintains stewardship contacts with donors; adheres to the highest ethical standards; demonstrates empathetic disposition and perseverance; reflects optimistic and positive attitude, and maintains sensitivity to the needs of donors.
- Maintain and manage the database for all donations from alumni, friends, and businesses, and donor prospects.
- Works with individuals in establishing new scholarships and makes sure all current scholarships have a balance to maintain it. Updates the RCS Scholarship Booklet annually with assistance from the Regis High School guidance counselor.
- Work with families who establish memorial gifts in support of the Regis Catholic Schools Foundation.
- Responsible for building and maintaining the Planned Giving Program and Regis Legacy Society. Work with individuals and families on planned gifts.
- Partner with RCS Communications Director to develop content for The Rambler Report, a publication that is created and sent out three times a year. Also responsible for writing all advancement-related articles for publication. (The Regis Catholic Schools Foundation sponsors 50% of cost to produce and mail The Rambler Report.)
- Prepare an annual Honor Roll of Giving report for The Rambler Report each fall.
- Lead in the planning in all special projects campaigns, including any capital campaign, in cooperation with the RCS President.
- Develop and manage an Alumni Association Program consisting of Regis High School alumni. Encourage alumni to become engaged in RCS events and programs.
- Plan and organize major annual events such as the Regis Catholic Schools Auction, the Non Sibi Awards Dinner and Regis Catholic Schools Night of Recognition, etc.
 - Assist with the organization and implementation of the annual Regis Catholic Schools Auction.
 - Secure major event sponsors, manage the solicitation plan and volunteers, help with set-up of the event, and assist with event tasks as needed. . Other event-related tasks may be assigned as necessary.
 - Plan and organize, with assistance from the RCS Foundation Board, the annual Non Sibi Awards Dinner and Regis Catholic Schools Night of Recognition.
- Prepare and present ongoing and regular progress and financial reports relating to the ongoing accountability of the position to the RCS President and RCS Foundation Board.

Employee Signature

Date

RCS President Signature

Date

RCS Foundation President Signature

Date