

St. Joseph School

Deputy Director of Advancement

Institutional overview:

Founded in 1907 by the Jesuits and the Sisters of the Holy Names, St. Joseph School is an all-city Catholic grade school. Located on Capitol Hill in Seattle, the school is dedicated to the education, integration, and development of young people from all social, economic and religious backgrounds. St. Joseph School is affiliated through NCEA, WCEA, NAAS, and WFIS.

Position overview:

The Deputy Director of Advancement is responsible for overseeing all aspects of institutional advancement including annual fundraising; donor cultivation, solicitation and stewardship; fundraising volunteer management; communications; and special events such as the annual auction.

Reports to:

Director of Advancement, St. Joseph Parish & School

Primary Responsibilities:

1. Assures that all internal office deadlines are met.
2. Support and manage short- and long-range plans for advancement (fundraising, friend-raising, communications) consistent with School strategic plan.
3. In collaboration with Head of School and Director of Advancement, identify, qualify, cultivate and solicit major and individual gift prospects; reach out to volunteers and staff to develop and implement prospect solicitation strategies; design effective donor recognition and stewardship programs; and achieve financial goals.
4. Recruit parents and volunteers to support fund development efforts; train on the needs of the school and the principles of fund raising; support the work of volunteers in all fund raising activities.
5. Oversee all aspects of donor database quality control, data migration, and reporting. Ensure full reconciliation with finance office.
6. Oversee all aspects of alumni outreach including keystone reunions.
7. Oversee all aspects of the annual auction, sponsorships, and special events.
8. Oversee the master planning calendar.
9. Set agendas for regular advancement team meetings.
10. Work closely with staff in their roles; provide clear expectations, feedback and evaluations; promote staff professional development.
11. Drive activities of the Advancement committee.
12. Maintain up-to-date knowledge and expertise on all aspects of philanthropy, including technical details associated with planned gifts and associated tax laws, and provide counsel on issues related to fundraising.
13. Attend important liturgical and community events.
14. Attend staff meetings.
15. Work directly with outside vendors, as needed.
16. Position entails attendance at evening/weekend events.
17. Special projects as needed.

Minimum Qualifications:

1. Ability to maintain strict confidentiality regarding work performed.
2. Ability to set and communicate individual and team priorities.
3. Demonstrate ability to work well under pressure in a multi-task environment with time and resource constraints; strong time-management and organization skills; ability to manage several projects simultaneously.
4. Solid interpersonal, organizational and communication skills, both oral and written.
5. Strong customer service skills.
6. Strong command of Microsoft Office (Word, Excel, as well as complex donor database systems)

Preferred Qualifications:

1. Bachelors Degree preferred.
2. Five years experience in a development office or non-profit preferred.
3. Five years experience planning complex events.
4. Understanding of Catholic school and parish system preferred.
5. Knowledge of complex donor database systems preferred.
6. Significant experience with data management and administration.