



Job Posting Vice President of Advancement

Job Summary - The Vice President for Advancement (VPA) leads, guides, and directs all development efforts that advance the mission of McQuaid Jesuit.

Primary Duties and Responsibilities

- **Alumni Relations:** Manages the Director of Annual Giving and Alumni Relations to ensure that the alumni program is poised to meet the needs of every age group of the alumni body. Engages and broadens alumni relations.
- **Communications:** Oversees the Director of Communications with the production of major school publications and communications with special attention given to an ever-changing technological environment. Ensures outstanding communications to Faculty, Staff and all Alumni.
- **Development:** Coordinates and implements strategies in support of the school's development efforts in conjunction with the Director of Major Gifts and Planned Giving. Leads, contributes, and ensures the success of all annual, capital and endowment fundraising efforts. Ensures a quality planned giving effort.
- **Special Events:** Supervises the Director of Special Events and Parent Relations to plan, implement and evaluate the major events of the Advancement Office. Develops and supervises any special events that enhance the mission.
- **Office and Personnel Management:** Oversees staff and operations of the Advancement Office. This includes 5 full-time employees: Advancement Services Financial Coordinator, Director of Annual Giving and Alumni Relations, Director of Communications, Director of Special Events and Parent Relations, and the Director of Major Gifts and Planned Giving. The VP supervises the work product in terms of adherence to the employee handbook, goal setting, professional development, and performance evaluation. Prepares and manages the budget for the department.
- **Prospect Management:** Develops prospect management strategy with members of the Advancement Office team as well as the President. Maintains a prospect research program that identifies major donors and provides relevant information to the President.
- **Major Giving:** Together with the Director of Major Gifts and Planned Giving develops, implements and leads major giving initiatives that fund strategic initiatives developed by the Board and President. Develops a portfolio approach to major giving. Responsible for managing a portfolio of prospects for the purpose of soliciting major gifts and planned gifts.

Time allocation: 50% personal fundraising; 50% management of the fundraising team.

Additional Responsibilities

- Board of Trustees - Attends McQuaid Jesuit Board committee and general meetings to report on and answer questions relating to Advancement activities and strategies.
- Supervisory Responsibility - Manages a diverse team across multiple disciplines including but not limited to Communications, Marketing, Special Events, Fundraising, Accounting, etc. Provides clear, measurable, attainable goals and direction to ensure all members are working together in support of the McQuaid Jesuit mission. The position supervises and manages the work of five (5) full-time employees or the equivalent. The position includes decisions or recommendations regarding personnel actions such as hiring, disciplinary action, overtime, and other employment actions.
- Other duties as assigned

Competencies/Skills

- Excellent leadership, collaboration, and communication skills at all levels, both internal and external
- Solid organization skills with the ability to multitask and keep projects on time and work under deadlines
- Strong decision-making ability while demonstrating a collaborative nature to achieve the best outcomes using internal/external resources available
- Five years' experience in leading teams, demonstrated success in project management, employee management and introduction of new methodologies in Development/Advancement
- Commitment to Catholic and Jesuit education (includes a requirement for guided individual Ignatian formation)
- Computer literacy in all Microsoft applications including Word, Excel, Publisher, as well as Adobe products including Acrobat and Photoshop. Blackbaud Financial systems such as Raisers Edge is preferred.

Education and Experience Requirements

Bachelor's degree in business or a related field, master's degree in business or related field preferred. A minimum of 5 years' experience in a leadership role with demonstrated ability in Advancement/Development and the ability to effectively manage cross functional teams.

Physical Demands

While performing the duties of this job, the position involves walking, standing, lifting, and bending. The person is also required to talk or hear. The position is required to frequently stand, walk, sit, and reach with hands and arms; and drive to see donors, and vendors. Part of the duties may include set up and take down of tables and chairs, lifting, carrying boxes as needed. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work: This is a 12-month full-time position. Typical days and hours of work are Monday-Friday 7:30 a.m. - 4:00 p.m. Work evenings and weekends to attend and be a representative at McQuaid Jesuit academic, fundraising, athletic, development/advancement, and other formal events. Travel is required to meet with alumni and donors nationwide. "JUG" Nights and individual solicitations drive the travel requirements.

How to apply: Candidates should send a cover letter, resume, or curriculum vitae and 3 professional references to employment@mcquaid.org on or before November 30, 2022. **Please note the position start date is July 1, 2023.** For more information about McQuaid Jesuit, please visit our website www.mcquaid.org.