



DIRECTOR OF ADVANCEMENT

St. John Paul II School

St. John Paul II School is a Cape Cod Catholic school that welcomes students and families from diverse faiths and backgrounds who desire a college preparatory, Catholic education. The school's academic, artistic, athletic, and co-curricular programs cultivate strong relationships and empower students to recognize their gifts, develop their potential, and communicate Christ in word and deed. Emulating their patron St. John Paul II, students pursue truth through faith and reason, preparing them to lead lives of continuous learning, respect, and community leadership.

The newly created position of Director of Advancement at JP II is responsible for planning and executing a comprehensive and aggressive advancement program to create a philanthropic culture that leads to annual giving from alumnae, parents, families of current and graduated students, and parishes. Additionally, she/he is responsible for soliciting and cultivating relationships with major donors, benefactors, and local businesses.

The Director of Advancement reports to the Head of School at JP II and works closely with the Advisory Board's advancement committee. He/she will proactively partner with all key members of the school community including members of the Advisory Board, school administration, faculty, students, and volunteers to develop and execute a strategic plan to procure resources to sustain long-term vitality for the school.

Responsibilities

- Support and uphold the philosophy of Catholic education and the mission of the school.
- Develop and lead the execution of JP II's Advancement Plan
- Drive the efforts of the President and key leaders in securing financial support from individuals, foundations, and corporations.
- Foster long-term relationships with major donors.
- Oversee the JP II Annual Fund
- Responsible for the planning, management, and implementation of all fundraising initiatives and events

- Collaborate with the school's leadership to create effective internal and external communications that promote JPPI's mission and stimulate increased enrollment.
- Represent the school in various community and professional activities
- Identify grant opportunities and draft grant proposals to secure additional school funding.
- Maintain a comprehensive donor database. Analyze data to support fundraising initiatives.

Qualifications

- Passion for working as part of a community committed to the Roman Catholic Church and its teachings
- Desired 3-5 years experience in an advancement role
- Excellent oral and written communication skills. Ability to effectively articulate the school's mission.
- Capable of interacting confidently and effectively with potential donors. Comfortable in all social settings meeting, engaging, and networking with people.
- Demonstrated ability to define, develop, and execute projects and goals.
- Self-motivated
- Highly collaborative
- Possesses administrative skills necessary to maintain donor databases and fundraising software.