

## **DuBois Central Catholic seeks a Director of Advancement**

**Job Description:** The Director of Advancement provides leadership, planning and management of and for the Advancement Office and is responsible for designing, implementing, and maintaining a comprehensive institutional advancement program for the system. This position is responsible for the oversight of the following areas: EITC, SPE, Annual Giving, Planned Giving, Major Gifts, and Capital/Endowment Giving. All responsibilities are to be in line with the Catholic Mission of the Diocese of Erie. The Director of Advancement reports directly to the President and works collaboratively with administration.

### **Duties and Responsibilities:**

- Identifies, cultivates, communicates with, and solicits major gifts prospects.
- Oversees capital campaigns consistent with the system's strategic plans, working closely with consultants and capital campaign chairs.
- Develops, implements, and manages planned giving program providing mechanisms for bequests, charitable trusts, and endowments.
- Develops and implements fundraising policies and procedures.
- Develops and oversees donor and prospective donor stewardship programs.
- Oversees the gift giving process and recognition program.
- Collaborates with Development Office team members, including the Director of Admissions and Director of Marketing and provides guidance in the continued development and implementation of programs managed by these positions
- In collaboration with President and Development Office team members, responsible for setting all advancement goals and objectives that are clear and measurable.
- Responsible for the annual operating budget of the Advancement Office and reports to the President and Business Manager.
- Sets the annual calendar for all fundraising events.
- Ensures comprehensive, accurate constituent, donor and prospective donor records.
- Generates financial reports regarding gifts, grants, and pledges.
- Responsible for the overall coordination of all volunteers associated with the advancement program.
- Acts as primary Advancement Office liaison to Finance Council.
- Responsible for assisting the President with all programs associated with overall school philanthropy.

### **Minimum Qualifications:**

- Bachelor's degree and three to five years of professional advancement experience in major gifts, campaigns or planned giving.
- Ability to effectively articulate the values and mission of DuBois Central Catholic and the Diocese of Erie.

- A strong commitment to and understanding of donor recognition and stewardship.
- Ability to maintain clear, accurate records and prepare accurate and timely reports.
- Willingness and ability to travel.
- Understanding of computer and constituent software.
- Strong managerial, leadership and supervisory skills.
- Excellent interpersonal, oral, and written communication skills.
- Proven project management skills.
- Highly self-directed with an attention to detail and ability to organize effectively

**Salary:** Competitive for the region and based on experience, education and qualifications.

Please email resume and a letter of interest to [jgankosky@duboisatholic.com](mailto:jgankosky@duboisatholic.com) by May 9, 2025.