



**Director of Advancement**  
Alleman Catholic High School  
Rock Island, IL

**Position Overview:**

Under the direction of the Principal, the Director of Advancement is responsible for planning and managing all advancement programs of Alleman Catholic High School including major giving, annual giving, capital funds, planned giving, alumni relations, public relations, special events and publications. The advancement programs will help the school generate the financial resources necessary to fulfill its mission.

The Director carries out this responsibility by appropriate coordination of the time, talent and energies of his/her own staff, the Principal and other administrators, the faculty and staff, the Alleman School Board, current parents, alumni, parents and grandparents of alumni, and other volunteers.

The Director is responsible for developing a strategic vision for the Advancement Office. This vision includes a plan of action for all advancement programs and related activities. Such planning is in part founded upon an annual evaluation of the various advancement programs and related activities for each fiscal year.

**Specific Responsibilities:**

**Leadership and Management**

- Oversees and manages strategic direction and operations of the Advancement Office.
- Continually strives to build mission awareness to cultivate stronger and closer relationships with all prospects.
- Oversees donor research to continue to build a database for all prospects, including individuals, organizations, foundations and businesses.
- Utilizes Moves Management strategies to guide prospects from qualification to closed gift.
- Prepares all cases for support and proposal letters.
- Creates and oversees ongoing major gifts and planned giving activities.
- Serves as the staff support for the Alleman School Board's Advancement Committee.

**Annual Report**

Plans and implements, with the Advancement Office team, all programs and activities relative to raising funds through specific annual giving programs: Calendar Sales, Booster Club activities and special events, among other annual giving programs.

**Planned Giving**

- Using donor research data, identifies prospects to be approached for planned gifts.
- Plans for the solicitation of select prospects on an ongoing basis, enlisting, training and supervising the right solicitor for each prospect.

### **Community Relations**

- Promotes the goals and objectives of the school as that promotion relates to enhancing the overall advancement plan of the school and the solicitation of financial support.
- Maintains communications with and reports to the Alleman School Board co-chairs and collaborates with other school offices and organizations on all public relations efforts.

### **Office Duties**

- Supervises and coordinates the Advancement Office staff and their relationship to overall objectives of the school.
- Completes evaluations of all Advancement Office staff according to established school policies.
- Supervises Advancement Office staff in maintaining the donor database system and general office files and records; prepares and presents financial reports and statistics.
- Responsible for acknowledging all gifts to the school as a result of the above activities and programs; maintains proper donor records.
- Reviews delinquent pledges and recommends write-offs and/or final collection letters.
- Responsible for the preparation and distribution of all Advancement Office mailings and public relations and promotion pieces necessary for the activities and programs outlined above.

### **Other Duties - as directed by the Principal**

#### **Qualifications:**

- A self-starter who is well organized and has excellent communication skills, both written and oral.
- Demonstrated ability to work across a wide variety of individuals, groups and organizations with varied interests.
- Experience in developing and managing multi-year development goals and strategies.
- Experience in fundraising, capital campaigns and endowments.
- Demonstrated experience in effectively managing other professionals.
- A bachelor's degree and 3-5 years of experience in advancement or related field preferred.

#### **Compensation:**

Salary range is \$55 - \$70K and will be competitive and commensurate with qualifications and experience.

*Interested candidates can submit a resume to Jane Barrett, Principal, Alleman Catholic High School, 1103 40th Street, Rock Island, IL 61201 or via email to [janebarrett@allemanhighschool.org](mailto:janebarrett@allemanhighschool.org).*