

**Job Posting Form
Diocese of Buffalo**

Date Posted: 9 / 19 / 2018

Send completed resume and Uniform Application (found at bottom of Career postings page) to: Ann Zilliox
Diocese of Buffalo
795 Main Street
Buffalo, NY 14203
E-mail: azilliox@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Assistant Superintendent for School Advancement

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Diocese of Buffalo Department Education

Location Address: 795 Main Street, Buffalo, NY 14203

Employer Website: www.buffalodiocese.org

Brief Job Description

Under the direction of the Superintendent, the Assistant Superintendent for School Advancement has the responsibility for assisting individual schools (parish and regional) in the development of endowment funding, alumni, board & pastor relations, marketing and enrollment strategies, grant writing and other revenue generating resources to promote the sustainability of all schools within the diocese.

School Development

- Collaborate with the Buffalo Diocese Foundation in establishing an endowment process for schools through meetings with Boards, pastors and school personnel.
- Develop and conduct training programs for school boards and personnel that will assist them in the development of donor strategies for legacy gifts for their endowment.
- Assist schools in the recruitment of candidates to serve as Institutional Advancement positions
- Establish and conduct an ongoing program for pastors and seminarians on the benefits, challenges of maintaining a school.
- Provide assistance to schools on marketing and enrollment strategies to increase enrollment opportunities.
- Provide guidance to schools on gift giving processes using technology.
- Research, communicate, develop, collaborate and write grants for individual or multiple schools and the Education department.
- Review and make recommendations to the diocese and school webpages for accuracy, and marketing potential.
- Provide and conduct marketing strategies to the Department of Education on the promotion of Catholic education.
- Assist schools who participate in e-Rate funding and invoice accordingly.
- Participate as a member of the school visitation team that provides organizational audits to requesting schools.
- Coordinates the enrollment management process, procedures and strategies. For the diocese.
- Coordinates efforts to monitor and update the Diocesan website and social media projects.

Other Assistant Superintendent Responsibilities

- Represents the Superintendent at meetings when requested.
- Develop networks and builds alliances (collaborative partnerships) in terms of agencies, educational, foundations or otherwise, that would benefit the Diocese of Buffalo Schools
- Serves as a DCS liaison for monthly meetings of a regional principal meetings
- Serves as a DCS liaison to three Regional School Boards.
- Conducts DCS school visits to monitor regulatory compliance.
- Performs other duties and responsibilities as assigned.

Qualifications: Required Education/Experience

Education: Master's Degree in Education or Marketing preferred
NYS teacher permanent certification preferred

Experience: Minimum of three years in a position related to fundraising, marketing, education or related field.

Desired Skills

- Knowledge and experience with prospective donor recruitment and database systems.
- Experience in writing competitive grants.
- Ability to travel throughout the Diocese of Buffalo to assist schools through presentations and training to boards and school personnel.
- Knowledge and expertise in the area of marketing, recruitment, grants, data management and their applications for Catholic schools.
- Knowledge of alumni relations.
- Proficient in Word, Excel, Access, and Adobe Acrobat
- Ability to maintain confidentiality.
- Ability to build collaborative relationships between pastors, boards, faculty and the personnel of the Catholic Schools.
- Ability to communicate effectively orally and in writing.
- Ability to travel throughout the Diocese and State for appropriate meetings and advocacy for educational issues.

E.O.E.

How to Apply: By Mail E-Mail as above. **Applications are accepted until this position is filled.**