



Date Posted: July 31, 2020

Send resume to: SKapperman@stameliaschool.org

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

Job Title of Open Position: Director of Advancement

Salary: Commensurate upon experience/education

Employer: St. Amelia School

Location Address: 2999 Eggert Road, Tonawanda, NY 14150

Employer website: www.stameliaschool.org

Job Description

St. Amelia School is looking for a full-time Advancement Director who reports to the principal and is responsible for the overall planning, management, coordination, and evaluation of the enrollment management, development, communications and constituent/public relations programs of the school - activities that create a supportive climate for enrollment and fundraising. This is all in an effort to provide sufficient resources to insure the school can achieve its mission.

Qualifications: Degree Requirements/Experience

- Bachelor's Degree Required

Desired Skills

- Marketing, Advertising, Knowledge of E-school

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **8/14/2020**

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)