



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

Job Title of Open Position: Director of Advancement

Salary: \$18 - \$24 per hour/Commensurate upon experience/education

Employer St. John the Baptist School, Kenmore

Location Address: 1085 Englewood Avenue Buffalo, NY 14223

Employer website: www.stjohnskenmore.com

Job Description

The Director of Advancement serves as part of the administrative team, leading the school in furthering its mission of Catholic education. Enrollment management, school development and fundraising, marketing, and alumni relations are the responsibility of the Advancement Department. The candidate must demonstrate strong leadership and communication (written, spoken, and interpersonal) skills. The ability to communicate effectively and confidently with various school stakeholders including but not limited to: school staff, school and parish administration, students, parents, donors, parishioners, the media, the community, and alumni is required.

Qualifications: Degree Requirements/Experience

- Bachelor's Degree in related field strongly preferred
- Experience in a Parochial school or non-for-profit environment preferred

Desired Skills

- Knowledge of enrollment management systems
- Sales and marketing skills
- Public Relations
- Volunteer management

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **ASAP**

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