



Date Posted: 7/9/2024

Title of OPEN Position: Advancement Director, reporting to Principal

Type of Employment: Full-time, Salary

Salary Range: \$35,000 - \$38,000

Employer Name: St. John the Baptist School

Employer Contact Name and Title: Mrs. Melissa Lindner, Principal

Employer Address: 1085 Englewood Avenue Buffalo, NY 14223

Employer Website: www.stjohnskenmore.com

Knowledge, skills and abilities required: Belief in and support of the school mission, communicates a passion for Catholic elementary education; demonstrated leadership and effectiveness in developing and accomplishing organizational goals; ability to build a team, demonstrated ability to recruit and manage volunteers; strong written, spoken and interpersonal communication skills, ability to conceptualize and execute strategic plans, ability to interact confidently and effectively with all stakeholders including but not limited to: school staff, school and parish administration, students, parents, donors, parishioners, the media, the community and alumni.

Essential Duties of position

SCHOOL DEVELOPMENT/FUNDRAISING

- Responsible for the planning, management and implementation of a multi-level annual fund and relationship building initiatives
- Makes recommendations to principal for improvement of fundraising efforts to help school meet sustainability guidelines
- Educates and engages key volunteers in implementing mission based fundraising
- Works to create and support a culture of philanthropy within the school
- Plans, manages, and implements special events
- Collaborates with administration and/or advancement committee

ALUMNI RELATIONS

- Responsible for alumni events this includes but is not limited to: reunions, special masses, alumni and social events
- Identify, recruit and engage volunteers
- Work closely with administration, faculty, staff and volunteers to assist with activities

ENROLLMENT MANAGEMENT

- Responsible for the planning, management and implementation of the marketing, recruitment and retention of students. Includes but not limited to open houses, school tours, registration and re-registration.
- Enrollment Marketing to area agencies, day cares, parishes, etc.

MARKETING

- Responsible for setting and maintaining professional writing and design standards including but not limited to print publications, direct mail pieces, electronic communications, website and social media

EOE

How to Apply:

By Mail: Melissa Lindner 1085 Englewood Avenue Buffalo, NY 14223

Email: mlindner@stjohnskenmore.com

Fax: (716) 977-9139