



St. Theodore Guerin High School
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Noblesville, Indiana 46062

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guerincatholic.org

Director of Advancement

St. Theodore Guerin High School, located in Noblesville, Indiana, is looking for a full-time **Director of Advancement**. The position is effective immediately.

Guerin Catholic, nationally recognized as one of the top Catholic High Schools in the country, is a diocesan (Diocese of Lafayette-in-Indiana), college preparatory school dedicated to its mission of serving over 770 students from diverse backgrounds and preparing them to be servant leaders through authentic faith formation, academic excellence and student life opportunities. The school is located in an area consistently noted among the top places to live in the United States. Guerin Catholic just finished its fourteenth year and boasts a continually growing enrollment and a strong financial position. It is committed to offering courses inspired and taught from a Catholic worldview, based on the Christian concept of the human person, and in communion with the Magisterium of the Church.

Position Summary

The Director of Advancement must be a proven leader who will be responsible for designing, implementing and executing a strategic comprehensive institutional advancement program for Guerin Catholic High School. This includes being responsible for all operational fundraising, capital campaigns, and alumni relation activities. The Director of Advancement will work collaboratively with the Advancement Committee and other Directors and school administrators and will report directly to the President.

Qualifications

The Director of Advancement must:

- Be a practicing Catholic in good standing with the Catholic Church
- Embrace the mission and vision of Guerin Catholic High School.
- Have strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques and in particular with major gifts.
- Possess the skills to work with and motivate staff, board members and volunteers.
- Have the desire to build external relationships
- Be goal driven and willing to initiate donor visits and fundraising calls
- Display a positive attitude and show concern for people and our community,
- Demonstrate presence, self-confidence, common sense and good listening ability.
- Have a bachelor's degree
- 8 - 10 years minimum experience in professional fundraising.

Job Responsibilities

- Understand the Roman Catholic Church's perspective on Catholic education and be able to articulate how it is realized at St. Theodore Guerin High School.
- Meet with prospective donors and supporters on a continual basis and establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Direct employee fundraising drives.
- Oversee prospective research.
- Work closely with the President, Advancement Committee and the School Governing Board.
- Participate in staff meetings and administrative team meetings.
- Develop and oversee department budget.

- Work closely with Vice President of Finance and Operations to ensure financial needs, priorities, projections and reports are aligned.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other fundraising staff.
- Oversee creation of publications to support fundraising activities.
- Make public appearances/accept speaking engagements to share information about Guerin Catholic High School with the community.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.
- Achieve financial targets that will enable the school to grow.
- Follow all school and employment policies.
- Hold a valid driver's license.

Salary and Benefits

This is a full-time, 12-month position. Salary is competitive and commensurate with experience and qualifications. Diocesan benefits include: Health, dental, and vision insurance; long-term disability insurance, paid-time-off, and retirement.

Contact Information

Interested and qualified candidates are asked to submit a letter of interest, résumé and the contact information for three professional references. In addition, a diocesan Application should accompany the résumé. All documents should be emailed to: apply@guerincatholic.org.

St. Theodore Guerin High School is an Equal Opportunity Employer.