



## St. Theodore Guerin High School

15300 Gray Road  
Noblesville, Indiana 46062

Telephone 317-582-0120  
Fax 317-219-0582  
guerincatholic.org

## EMPLOYMENT OPPORTUNITY

### Vice President of Institutional Advancement

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

St. Theodore Guerin High School (also referred to as 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 up to 800 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 the heart of Hamilton County, an area consistently recognized among the top places to live in the United States. Guerin Catholic is 15 years old 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 Vice President of Institutional Advancement of Guerin Catholic High School advances the mission of the school by supervising and implementing the Catholic mission in all advancement efforts. The Vice President of Advancement must be a proven leader who will be responsible for designing, implementing and supervising the execution of a strategic comprehensive institutional advancement program for Guerin Catholic High School. This includes being responsible for all operational fundraising, capital campaigns, communications, marketing, enrollment, and alumni relation activities. The Vice President of Institutional Advancement will report to and work closely with the President in collaborating with the Advancement Committee, school administrators, and the School Governing Board.

#### Qualifications

The Vice President of Institutional Advancement must:

- Be a practicing Catholic in good standing with the Catholic Church
- Embrace the mission and vision of Guerin Catholic High School
- Have a bachelor's degree
- Have experience in professional fundraising
- Be a proven leader with strong interpersonal and writing skills
- Have knowledge and experience in fundraising techniques and in particular with major gifts
- Possess the skills to lead, work with and motivate staff, board members and volunteers
- Have the ability to cultivate relationships with donors, potential donors, and businesses that can provide support to Guerin Catholic
- 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, and common sense
- Be an excellent listener

#### 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 relationships with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors and sponsoring businesses.
- Supervise the advancement, communications and marketing, and enrollment departments
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Direct employee fundraising drives.
- Work closely with the President, Advancement Committee and the School Governing Board in developing and implementing a strategic vision for Advancement.

## Job Responsibilities (continued)

- Participate in staff meetings, administrative team meetings, and School Governing Board meetings.
- Develop and oversee department budget and work closely with Finance Department to ensure financial needs, priorities, projections and reports are aligned.
- Oversee fundraising database and tracking systems.
- 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 assigned.
- Achieve financial targets that will enable the school to grow.
- Follow all school and employment policies.
- Speak for the president in his/her absence
- Hold a valid driver's license.

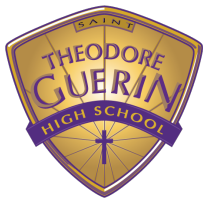
## Salary and Benefits

This is a full-time, year round 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 403b with matching contribution.

## Contact Information

Interested and qualified candidates are asked to submit a letter of interest and résumé to [apply@guerincatholic.org](mailto:apply@guerincatholic.org) no later than **March 29, 2019**. Please include at least three references as part of the résumé with one of those references being a pastor.

Questions about the position should be directed to:



**Dr. John Atha**

**President**

**Guerin Catholic High School**

15300 N. Gray Road, Noblesville, IN 46062

(317) 582-0120 Ext. 302

[GuerinCatholic.org](http://GuerinCatholic.org)

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