



St. Theodore Guerin High School
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Noblesville, Indiana 46062

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Director of Institutional Advancement

St. Theodore Guerin High School, located in Noblesville, Indiana, is looking for a full-time **Director of Institutional Advancement**. The position is effective July 1, 2026.

Saint Theodore Guerin High School is a diocesan Catholic school serving 800+ diverse learners, forming the whole person through faith development, excellence in academics, and student life to live out the gospel message. The school 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 Institutional 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, developing an endowment and planned giving plan, and overseeing future capital campaigns as needed. The Director of Institutional Advancement reports directly to President and will work collaboratively with the Advancement Committee and other school administrators.

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 both internal and external relationships
- Be goal driven and willing to initiate donor visits and fundraising calls
- Demonstrate presence, self-confidence, common sense and good listening ability
- Demonstrate professional conduct at all times

Note: Experience in professional fundraising preferred.

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 our major gifts program including identification, cultivation and solicitation of major donors
- Direct the annual fund efforts, including marketing efforts and fundraising events
- Direct capital campaigns and other major fundraising drives as needed
- Establish and grow an operations endowment for the school
- Work closely with the President, Advancement Committee and school administration
- Participate in staff meetings and administrative team meetings
- Develop and oversee department budget

- Work closely with the Director of Finance and Business Operations to ensure financial needs, priorities, projections and reports are aligned
- Oversee fundraising database and tracking systems
- Supervise and collaborate with Advancement Team
- Perform other related duties as requested.
- Achieve financial targets that will enable the school to grow.
- Follow all school and employment policies

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. A diocesan application (found on the dol-in.org website) should accompany the résumé. All documents should be emailed to: apply@guerincatholic.org.

Applications materials should be submitted no later than April 30, 2026.

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