

Job Posting Form

Date Posted: June 16, 2016

Send resume to: advancement@smhlancers.org
along with cover letter, resume and three
professional references and salary requirements

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

Job Title of Open Position: Dean of Advancement and Alumni Relations

Salary: Commensurate upon experience/education Salary will be: ☐ hourly ☐ other

Employer: St. Mary's High School Department _____

Location Address: 142 Laverack Avenue, Lancaster, NY 14086

Employer website: www.smhlancers.org

Brief Job Description

The Dean of Advancement and Alumni Relations is responsible for providing vision and leadership for all fundraising efforts that generate financial and volunteer support for St. Mary's. Serving as the chief fundraiser, the Dean will lead and oversee the planning and implementation of all development, alumni relations, and special events, and is responsible for achieving our annual fundraising goals.

Qualifications: Required Education/Experience

- Bachelor's degree with at least five years of fundraising/advancement experience.

Desired Skills

- Strong belief in Catholic education and support the mission of the school. Prior experience in education is preferred.
- Must be well organized, have excellent communication skills and have an enthusiastic and dynamic personality.
- Must be comfortable working with Administrators, Board, committee members and parent volunteers.
- Ability to handle multiple projects and interact with a wide variety of constituents.
- Flexibility with scheduling of hours.
- Computer knowledge of Microsoft Word and Excel. Knowledge of Auction Maestro is a plus.
- Must have demonstrable grant writing and grant presentation experience.
- Must adhere to professional code of ethical conduct and maintain standards of professional competence and confidentiality.

E.O.E.

How to Apply: By Mail ☐ E-Mail ☒ Fax ☐ as above, no later than **June 27, 2016**