



JUNIPERO SERRA HIGH SCHOOL

JOB TITLE: DIRECTOR OF ADVANCEMENT (DOA)
ONSITE: JUNIPERO SERRA HIGH SCHOOL, SAN MATEO, CA
FSLA STATUS: Full Time Exempt
SALARY RANGE: \$175,000.00 - \$190,000.00

About Junipero Serra High School:

Junipero Serra High School is a Catholic college preparatory for boys. Located in San Mateo, in the heart of the San Francisco Peninsula, Serra's legacy spans over 80 years of excellence in Catholic education. A rich and rigorous academic curriculum, a wide range of extracurricular activities, and an environment of support, compassion, and mutual respect are hallmarks of Serra. Serra's faculty and staff are deeply committed to mentoring their students, providing a framework for young men to grow in faith, wisdom and service as active members and leaders in the community.

About the Position:

The Director of Advancement (DOA) is responsible for the leadership, management and overseeing all activities related to advancement/fundraising. The DOA reports directly to the President, works closely with the Advancement Committee of the Board, is a member of the Senior Staff, and leads the Advancement office.

Responsibilities:

- Plan, organize, manage, and oversee all advancement activities and budgets at Junipero Serra High School including alumni/parent relations, annual fund, volunteer management and relevant databases.
- Implement best fundraising practices, policies, activities, and strategies.
- Assure that the school is maximizing fundraising opportunities from all potential constituencies, including current and former parents and families; alumni; foundations, corporations and institutional sources, and other friends of the school.
- Provides leadership, fosters initiative, and offers clear feedback to staff in setting the direction for all fundraising, advancement services, alumni relations, archive, and parent relations activities and events.
- Regularly review, revise, update and create operational policies when needed for the Advancement Office. Assist Leadership Team with the development & maintenance of school operational policies.

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- Supervise, support, and evaluate team of 5 in the Advancement Office.
- Educate, support, collaborate, and consistently communicate with Serra's Board of Regents regarding the roles and responsibilities of the Board in the School's advancement efforts.
- Provide support, help develop strategies and agendas, and disseminate information to the Advancement Board committee.
- Assure that there is an effective system in place to identify and cultivate effective volunteer leadership for the future. Set and maintain high quality standards for the involvement and stewardship of volunteers throughout Advancement programs.
- Work closely with the Parents' Association to assure that there is alignment and collaboration between the PA, the Administration, and the Board.
- Serve on the President's Leadership Council as a Senior Administrator. Share ideas, provide leadership, solve issues, and provide solutions with the team.
- Develop and contribute to setting all-school annual goals and agenda as well as the implementation of that agenda.
- Work closely with the Head of Enrolment Management and the Director of Marketing and Communications to ensure the coordination of the efforts of all three offices.
- Work closely with the Vice President of Finance to ensure accuracy of financial records related to all fundraising initiatives for the school.
- Educating internal stakeholders about fundraising.

Skills and Requirements:

- Candidates should be familiar with and committed to supporting the Mission and Virtues of Junipero Serra High School.
- Bachelor's degree in business, communications, or other applicable field; master's degree preferred.
- Minimum of 6 years in development work, preferably with significant leadership and managerial experience – either running an office or leading a particular initiative in a larger organization/foundation.
- Experience in the education sector preferred though prior work experience in advancement in other fields e.g. not-for-profit sector will be considered.
- Knowledge and experience with successful annual giving, major gift and planned giving solicitation for alumni, parents, and friends of a top national independent school and/or college or university program or large non-profit organization strongly preferred.

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- Focused and disciplined administrator able to formulate an effective timeline, to establish and prioritize next steps, and to execute an effective strategy for success.
- Demonstrated leadership and effectiveness in developing and accomplishing organizational goals.
- Talented team leader, adept at motivating, training, and managing a staff with diverse skills, gifts, expertise, and experience.
- Experience with donor tracking software and social media platforms; proficiency using Raiser's Edge preferred.
- A high level of integrity and strong work ethic.
- Superior communication skills, ability to conceptualize and execute strategic plans, ability to interact confidently and effectively with school staff, students, donors, trustees, school administration, the media, alumni and other constituency.
- Excellent organizational and analytical skills.
- Knowledge and ability to incorporate new media technology communication methods to reach and embrace diverse constituencies.

All interested candidates must submit a cover letter, two letters of reference, a resume, and a completed application to **hr@serrahs.com**

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance will consider for employment qualified applicants with a criminal history.

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