Sacred Heart Schools, Atherton
Director of Advancement

Fall/Winter 2014

Sacred Heart Schools, Atherton, California, (SHS) seeks a highly motivated and dedicated development professional who will advance the mission and goals of the schools. The Director of Advancement will lead the fast-paced development environment by planning and overseeing all fundraising activities among its constituencies.

The Director of Advancement will report directly to Director of Schools, Richard Dioli, and work with members of the administration and Board of Trustees, in developing a master plan for advancement. This position supports the ongoing effort to communicate SHS’ philosophy and mission, values, goals and achievements to its various constituencies bringing all members of the larger community into the effort of building the school's future by contributing time, talents and financial support.

About Sacred Heart Schools

Founded in 1898, SHS is a Roman Catholic, coeducational, independent school and is comprised of four divisions: SHS Preschool and Kindergarten, SHS Lower and Middle Schools for grades one through eight, and Sacred Heart Preparatory for grades nine through twelve.

Located on a beautiful 63-acre campus in the San Francisco Bay Area, SHS is one of 22 schools in the U.S. Network of Sacred Heart Schools and is affiliated with a network of over 200 Sacred Heart schools worldwide. The school's mission is to educate the whole child to be a leader who loves God and serves others.

SHS employs over 300 full- and part-time women and men with a strong commitment to diversity. Nearly 25% of the 1,180 students are students of color; 30% of the student body receives need-based tuition assistance; many graduating seniors earn recognition in the National Merit Scholarship program; 100% of our graduates are accepted into four-year colleges.

The Goals of the Schools are:

Intellectual: To develop in our students a life-long love of learning that impels them to become active, informed, and responsible global citizens

Character: To develop in all members of our community the habits of mind and heart that are expressed through integrity, respect, compassion, gratitude, forgiveness and generosity

Community: To build a Christian community that engages diversity in its many forms and that fosters reconciliation and collaboration among its members
SHS recently completed a $101 million campaign, exceeding the $95 million campaign goal. The campaign funded construction of a new Science and Student Life Center, as well as a completely renovated building for preschool and kindergarten students, a refurbished aquatic center, new athletic fields, and the construction of lower and middle school student building.

SHS’ annual fund raises more than $3 million per year and consistently receives 100% participation from the parent community.

About the Opportunity

The Director of Advancement must be prepared to join an administration that is highly motivated and eager to continue to pursue support for its endowment and scholarship fund. An energetic and driven professional, the Director of Advancement will not hesitate to achieve the school’s advancement goals. In addition, the Director will increase, and ultimately advance philanthropic support to SHS.

Responsibilities Include:
• Proactively engage the community to build and solidify donor base
• Sustain cornerstone programs: Annual Fund and Auction
• Develop marketing and case for support of endowment
• Partner with the Director of Schools and key stakeholders to cultivate and solicit constituents of SHS, resulting in major gifts to the Schools
• Develop and maintain systems and processes for monitoring donor research, solicitation cycles, projections and outcomes
• Design and implement short-term and long-term strategic plans for increased annual giving, capital commitments, planned gifts and alumni participation
• Lead a highly committed advancement and communications staff ensuring fundraising best practices, efficient work flow and accountability, monitor department budget
• Deliver regular reports to the Director of Schools and Board of Trustees showing goals, results and attention to advancement budgets
• Represent SHS to the community-at-large at appropriate meetings, activities and special events as one of chief spokespersons for the school and serve as a member of the School’s Senior Administrative Council
• In keeping with its missions, develop a culture of philanthropy at SHS, which will position the Schools for continued growth
• Assume other special assignments as requested by the Director of Schools

Qualifications:
• Minimum of 8-10 years of progressive development experience with proven track record of working with 6-figure donors
• Strong management experience overseeing advancement staff and office infrastructure, as well as effectively “managing up”
• Demonstrated ability to create and implement strategy and plans for growth of funding sources, leveraging existing donors and building new partnerships
• Experience mobilizing key volunteers and stakeholders, identifying individual abilities to serve as fundraising assets for SHS
• Experience working with senior administrative leaders and professionals
• Knowledge of best fundraising standards and practices
• Ability to build and sustain relationships with campus and community constituencies, through noticeable emotional intelligence and poise toward sophisticated counterparts
• Demonstrated experience in producing publications and communications materials, including financial information
• Understanding and appreciation for the mission and vision of SHS mission and goals and the SHS community
• Expertise with Raiser’s Edge, Microsoft Office programs
• Self-directed, motivated, enterprising and energetic
• Exceptional communication skills, verbal and written

Email cover letter and resume in confidence to:
Sean O’Connor
Senior Vice President
Development Guild/DDI
sacredheartschools@developmentguild.com

For more information please visit:
http://www.shschools.org/