



Vice President - Advancement

Department: Vice President - Advancement **Approved By:** Brian J. Liedlich

Reports to: President

Date: 7/21/17 for 2017-2018

Job Summary

The Vice President - Advancement is responsible for Saint Viator's overall program, policies and strategies related to Development/Fundraising and Alumni Relations. The Vice President works closely with the Director of Development and the Director of Special Events and Sponsorships in the careful analysis of the methodology used in implementing Saint Viator's Capital Campaigns, Annual Fund Programs (*Viator Foundation* and Annual Appeal) and Special Events. He/she works closely with the Director of Development, Director of Special Events and Sponsorships, Director of Marketing and Communications and the Alumni Relations Manager to establish office policies and procedures, determine goals and objectives and approve and monitor a calendar of activity for ongoing annual development, alumni relations efforts, and communications.

It is essential that the Vice President projects a positive image of Saint Viator High School and maintains confidentiality when appropriate. The Vice President must be familiar with and abide by the Advancement Office's stated policies and procedures.

Essential Functions & Responsibilities

- Works with the Director of Development, Director of Special Events and Sponsorships and the Alumni Relations Manager in the overall planning and implementation of the Saint Viator Development program.
- Takes responsibility for development of case elements, financial objectives and timely implementation of plans related to all capital campaigns.
- Establishes and nurtures ongoing relationships with Saint Viator gift prospects, benefactors and alumni.
- Coordinates the Saint Viator Development program among all Saint Viator constituents.
- Works with the President in keeping donors and prospective donors informed about the mission, needs and gift opportunities of Saint Viator.
- Collaborates with President and Director of Development in Major Gift donor identification, cultivation and solicitation, with a personal portfolio of 75 to 100 Major Gift prospects for stewardship at \$10,000 and above on an annual basis.
- Solicits gifts actively from any and all prospects/constituents of Saint Viator High School, securing financial support commensurate with each prospect's/constituent's financial potential.
- Identifies, cultivates and involves individuals, businesses/companies and foundations which could be potential donors.
- Serves as a member of the Administrative Team.
- Serves a primary contact person and representative of the Advancement Office with Board of Trustees, Development Committee, Building & Grounds Committee and Investment Board.
- Works with the Director of Development to establish strategic plans, goals and objectives for all fundraising, alumni relations and special events to achieve the financial goals of Saint Viator High School.

Vice President - Advancement

Job Description

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- Works with President and Director of Marketing and Communications in crafting an annual communications plan and budget for Saint Viator High School.
- Works with the Director of Development and the Director of Marketing and Communications on overall content of high profile annual print material, web and video communications.
- Assumes other duties as may be assigned by the President.

Additional Responsibilities

1. Assists in Strategic Plan specific strategy development designed to increase major donor cultivation and stewardship.
2. Evaluates the performance of Advancement Office direct reports each June.
3. Works with each member of the Advancement Office leadership team in determining practical and achievable goals in their assigned area (Development, Special Events and Sponsorships, Alumni Relations and Communications prior to the July 1st start of each fiscal year.)
4. Works with the Director of Development, Director of Special Events and Sponsorships, Director of Marketing and Communications and the Alumni Relations Manager in creating and monitoring a detailed Advancement Office Calendar of Activity.
5. Develops agenda and conducts regular (weekly) staff meetings of all available Advancement Staff members.
6. Serves as spokesperson for Saint Viator High School/Advancement Office at agreed upon school events and functions.
7. Represents Saint Viator High School and the Advancement Office at Community events/wakes/funerals when needed.

Prerequisites & Background Experience

- Connection to SVHS/SHM communities
- Computer proficiency (MS Office, with preferred skills in Raisers Edge or like programs)
- BA or BS-with organizational or management experience
- Capital Campaign and Annual fundraising experience (5 years minimum)
- Preferably experience working in or in contact with school or education environment.

Personal Characteristics

- Passion for SVHS/SHM
- Person of faith
- Inspirational, collaborative leader, responsive to and respectful of others
- Professional, acting with integrity in all situations
- Outstanding interpersonal skills, seeking understanding first in all relations
- Assumes ownership and accountability for individual and Advancement Office team projects and commitments
- High energy, self-motivated
- Trustworthy
- Adaptability in environment of continual change
- Able to maintain confidentiality

To apply, please submit a cover letter, current resume and three professional references to:

SVHS Vice President Advancement Search
c/o The President's Office
1213 East Oakton Street
Arlington Heights, IL 60004
Email: svhssearchcomm@saintviator.com
www.saintviator.com