

Assistant Head of School for Advancement

St. Benedict Classical Academy
South Natick, MA

St. Benedict Classical Academy (SBCA), an independent, Catholic, classical elementary school serving children from age 3 through Grade 6, seeks a dynamic, mission-driven school administrator to help usher in the next phase of this young, successful school's growth at a pivotal moment in our success trajectory.

SBCA's Mission:

St. Benedict Classical Academy strives to cultivate intellectual and moral virtue in pursuit of academic excellence. We seek to provide each student with a foundation for life, rooted in strong intellect, heart and character, formed in a joyful and faithful Catholic environment.

The SBCA Director of Advancement will:

- Develop a strategic vision for the future of fundraising for our school generally
- Be an integral member of the school leadership team
- Implement a practical plan to meet all immediate fundraising needs specifically
- Lead our team through our community's first Capital Campaign
- Join our small, strong and multi-faceted school administration and provide needed perspective on advancing our mission in the practical and profound senses
- Partner closely with our Headmaster around all initiatives relating to philanthropy, fundraising, culture building, alumni relations, annual giving, etc.
- Oversee data entry and upkeep for donor database system(s) (DonorPerfect)

The SBCA Director of Advancement will possess:

- A strong commitment to our school's mission and the Catholic faith
- Proven track record of experience in development and fundraising in an education or non-profit setting
- Effective project management and organizational skills
- Excellent written and oral communication skills
- A sense of humor, positive attitude and flexibility
- Strong analytical and problem-solving skills

The SBCA Director of Advancement will gain:

- The opportunity to advance the mission and physical campus
- The position as a stakeholder and crucial voice in the making of major administrative and advancement decisions
- Access to many professional development opportunities to assist in the development of the school and individual professional skills
- A community of joyful, welcoming, compassionate and faithful families, staff members and students