



OFFICE OF MISSION ADVANCEMENT
Assistant Head of School for Advancement
Reporting to: Head of School
Supporting: Advancement Committee of the Board of Trustees

Position Description

The Assistant Head of School for Advancement, reports directly to the Head of School and serves on the Executive Leadership Team. The Assistant Head of School for Advancement is responsible for providing leadership and setting and achieving the advancement program goals set forth in Fontbonne's overall Strategic Plan as well as an annual Advancement operating program plan. The position oversees two direct reports with responsibilities for donor stewardship, major gifts, the Fund for Fontbonne, database management and alumnae relations.

The Assistant Head of School for Advancement understands and accepts the charism and mission of the Sisters of St. Joseph, the philosophy and mission of Fontbonne Academy and the Employee Handbook. The Assistant Head of School for Advancement is a full-time professional position requiring an individual with a strong belief in the mission of Fontbonne – especially related to and in the environment of all women's education. The Assistant Head of School for Advancement will possess a proven record of success in major and planned giving work in an educational setting, strong relationship building skills, excellent written and verbal communication skills and the ability to work cooperatively and in a team spirit across all constituencies.

Roles and Responsibilities

The following provides an outline of the roles and responsibilities of the Assistant Head of School for Advancement:

Strategic Planning and Management

1. Designs, develops and integrates a comprehensive one, two and three-year advancement program plan in support of the Fontbonne Strategic Plan, including specific fundraising and action goals for each year.
2. Establishes and manages each area of the advancement program, including: constituent relations and development, marketing and communications, volunteer management, research, stewardship, annual fund, special events, major gifts and planned giving.
3. Beyond initial recruiting/hiring of advancement team members (as needed), establishes annual goals for team members and provides regular guidance, training, and assessment for each member, including external professional development opportunities, all in support of employing

best practices to achieve annual program goals.

4. Prepares and provides regular activity, revenue and budget reports to the Finance Committee and Advancement Committees of the Board.
5. Works collaboratively with the Finance office of the Sponsored Ministries of the Sisters of St. Joseph.
6. Provides oversight and assistance to the Director of Communications and Marketing in assuring a strong, consistent brand, image and messaging in all Fontbonne communications, including alumnae and donor communications.
7. Develops with the Director of Communications and Marketing and Director of Alumnae and Philanthropy a consistent communication plan for alumnae and donors.
8. Oversees, assists and engages with the CSJ Marketing Manager and Assistant to the Advancement team to assure fullest potential use and external opportunities for Fontbonne facilities as well as event coordination.
9. Oversees and manages the Advancement budget and submits budget recommendations to the Head of School as part of the annual budget process.

Developing Donor Constituencies

10. Identifies, researches and develops philanthropic-focused relationships with alumnae, parents, parents of alumnae, foundations and other organizations and new friends of Fontbonne individually or in concert with the Head of School, Director of Alumnae and Philanthropy and/or the Corporate Relations and Fundraising Manager.
11. Oversees, assists and engages with the Advancement Database and Gift processing manager to assure the database is up to date and accurate. Takes responsibility for overall processes and donor records as well as the careful stewardship of each donor and their gifts.
12. Welcomes and engages with neighborhood and community organizations to help others come to know, understand, believe and participate in the mission of Fontbonne.

Fundraising

13. Designs and manages the Fund for Fontbonne to assure continued growth in unrestricted giving to Fontbonne in terms of both dollars and donors.

Candidates must possess the following skills and abilities:

- Bachelor's degree with five years minimum experience in leadership and experience in fundraising or related field
- Proven track record of developing relationships to garner philanthropic support
- Knowledge of principles and best practices of development

- Ability to think creatively and strategically
- Outstanding interpersonal and communication skills, both written and oral
- Excellent administrative, organizational, and time management skills with strong attention to detail
- Experience managing a team and working collaboratively with various internal and external constituents.
- Proficiency in Microsoft Office, Google Suite, and Blackbaud Raiser's Edge, as well as Rediker's Sustain, preferred.
- Flexibility to work evenings, weekends, and moderate travel as needed

Interested Candidates should send a cover letter, resume, and references in MS word or pdf format to jobs@fontbonneacademy.org.