

## Advancement Associate

### Summary:

The Advancement Associate is responsible for the identification, cultivation, solicitation, and engagement of Bishop Stang constituents to increase current and future philanthropic engagement in support of the Annual Fund and Bishop Stang's mission. The Advancement Associate will report to the Director of Advancement and play an integral role in the operations of the Advancement Office. The Advancement Associate helps to identify prospective donors, craft messaging, and cultivate donor relationships with the goal of securing financial support for the institution. Part-time Advancement Office employees and volunteers may report to this position. This position is a full-time, full-year position.

### Responsibilities:

- Identify and build relationships with constituents from all decades to build a portfolio for annual fund support.
- Successfully build and maintain existing relationships with key donors.
- Identify prospective donors through stewardship and cultivation.
- Identify and regain relationships with lapsed donors.
- Attend community events, meetings, or conferences to promote organizational solicitation goals.
- In collaboration with the Director of Advancement, develop and manage fundraising strategies for donors of Bishop Stang.
- Travel locally, regionally, and domestically for engagement and fundraising.
- Conduct 4-6 meetings with donors per week for engagement and fundraising.
- Monitor and engage with Bishop Stang constituents on social media in collaboration with the Director of Communications.
- Assist in the recruitment and oversight of the Alumni Class Agent and Alumni Council programs, as well as the Advancement Committee.
- Provide timely updates, analysis, and management of constituent data using current office software and database.
- Collaborate with the Director of Advancement and office staff to plan reunions and other key alumni events (Golf Tournament, Hall of Fame, Hall of Honors, Memorial Mass, etc.).
- Play a key role in the office with event planning, develop fundraising strategies, and digital and print collateral (Annual Appeal, Annual Report, Alumni mailings, etc.) that maximize participation, new or increased contributions, and minimize costs.
- Attend Faculty/Staff meetings, at times asked to present at Board or Committee meetings.
- Other duties as assigned.

### Requirements:

- Bachelor's degree required.
- Graphic design experience and / or strong Canva skills.

- An entrepreneurial spirit and demonstrated history of building and enhancing engagement.
- Excellent interpersonal skills, as well as strong written and verbal communication skills
- Strong work ethic and willingness to succeed.
- Ability to meet and exceed performance goals.
- Ability to motivate and inspire others.
- Ability to work independently and collaboratively with key internal and external partners.
- Demonstrated project management skills.
- Willingness to travel locally to attend meetings and events.
- Occasional weekend or evening work required for special events.
- Commitment to and appreciation for the mission of Bishop Stang High School.
- Proficiency in MS Office Suite with advanced knowledge of Excel and Google Suite.
- Commitment to maintaining the confidentiality and security of donor information.
- Successfully complete required background checks.

Other Duties:

This job description is not designed to cover or contain a full listing of all required activities, duties, or responsibilities. Duties, responsibilities, and activities may change, or new ones may be assigned at any time. Bishop Stang holds several large fundraisers throughout the year and the candidate for this role must have the ability to multi-task and help as needed.

Physical Requirements and Work Environment:

- May work at a desk and computer for extended periods of time.
- Ability to be mobile in a multi-story building.
- Be able to occasionally lift up to 20 lbs.
- Work primarily in a traditional climate-controlled office environment.
- Work intermittently in outside weather conditions.
- Weekend and evening work required on occasion.

Bishop Stang offers a competitive salary and benefits, including health and dental insurance, retirement plan, and paid time off. For more information on Bishop Stang High School go to [bishopstang.org](http://bishopstang.org)

To apply for this position, please send your cover letter, resume, and three references in a single PDF to Pamela Cook, Director of Advancement, [pcook@bishopstang.org](mailto:pcook@bishopstang.org). The email subject line should be "Advancement Associate". No phone calls please.