

Bishop Stang High School
500 Slocum Road
North Dartmouth, Massachusetts 02747

Job Description for:

Position: Director of Advancement
Date: July 1, 2026 (or earlier if feasible)
Department: Administration
Supervisor: President

Bishop Stang's Mission

Bishop Stang High School is a Catholic, college-preparatory school of 480 students located along the beautiful South Coast of Massachusetts in North Dartmouth, Massachusetts. Employees are called to share the Gospel of Jesus Christ by "making known the goodness of God." We holistically educate a diverse student body in a respectful, nurturing and disciplined environment. Our school family inspires young people to excel in learning and life through growth in faith, integrity, knowledge and service.

Purpose of the Position

The Advancement Director is responsible for activities that create a supportive climate for fundraising. The Advancement Director is responsible for leading and collaborating in all aspects of the School's mission to establish, build, and maintain meaningful relationships, and to develop and maximize philanthropic support. The Director is responsible for the school's annual giving efforts, philanthropic events, leadership and major gifts initiatives, alumnae/i relations, and database management.

Candidates should demonstrate the following qualifications :

- A bachelor's degree: previous professional fundraising experience preferred
- Experience in Catholic Schools/Non profits preferred
- Exceptional verbal and written communication skills
- Excellent interpersonal, analytical and organizational skills
- Ability to prioritize and execute responsibilities in the face of competing priorities and deadlines
- Demonstrated experience in planned giving
- Demonstrated experience managing direct report(s)
- Experience with fundraising databases
- A demonstrated ability to work independently and as a collaborative team member
- Ability to handle complex situations with professionalism, poise, maturity and flexibility

Primary Responsibilities

- Supports and upholds the philosophy of Catholic education and the mission of the school, diocese and Church
- Supports and adheres to the policies and procedures of the school and Diocese

- Maintains confidentiality regarding school matters, particularly in the areas of fundraising, donor giving, and financial aid.
- Develop an overarching strategy to increase annual giving and alumni engagement that includes appropriate donor cultivation, personal contact, effective solicitation, and ongoing relationship.
- Responsible for the planning, management, and implementation of all fundraising and friend-raising initiatives.
- Plan, manage, and implement annual giving, major gifts, and events. This includes, but is not limited to: prospect identification and research, cultivation, solicitation, gift processing, acknowledgments, and stewardship.
- Oversee special events, such as the Athletic Hall of Fame, Hall of Honors, and donor receptions
- Promote and lead community giving events such as Week of Giving, Spirit Day
- Work closely with the Advancement Associate to ensure alumni participation in developing a culture of stewardship
- Initiate and maintain contact with major donors, building meaningful relationships
- Educate and engage key volunteers (Spartan Parents Association) in implementing mission-based fundraising.
- Collaborate with department and Director of Communications on the publishing of an annual report
- Works to create and support a culture of philanthropy within the school.
- Maintains contact with and develops proposals for foundations and corporations.
- Research and identify new markets and prospects to improve advancement efforts.
- Supervise the database manager to ensure the proper receiving, allocating, recording, and acknowledging of all gifts
- Collaborate with the Director of Finance to craft an Advancement Budget; participate in quarterly check-ins with the President and Director of Finance to evaluate budget performance.
- Assists with Admission Office recruiting events when appropriate
- Actively engage in public events that show off the school whether academic or athletic.
- Attends Board of Trustee meetings as well as appropriate committee meetings.
- Oversees Alumni Relations and related special Events.
- Maintain a clean and professional workspace.

Employee: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position. I understand that as an organization's needs change, my job description may change.

Employee's signature _____ Date: _____

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor's signature _____ Date: _____