

## **Part Time Director of Advancement/Development**

St. Mary School Chardon is seeking an enthusiastic, team oriented, qualified advancement officer. This is a part time position that begins as soon as the candidate is available.

### **Position Purpose**

Under the direct supervision of the School Principal and in partnership with the Director of Communications to recruit new families, retain current families, and promote St. Mary in the community.

### **Essential Functions**

- Work with Pastor, School Principal, and Director of Communications to determine the goals of the school related to retention and growth and developing a plan for how to reach those goals.
- Provide insight for on-going strategic planning, recruitment and setting tuition.
- Work with Pastor, School Principal and Director of Communications to devise a marketing plan.
- Attend PTU meetings to report progress and recruit volunteers for school events.
- Coordinate Open Houses and other events to showcase the school. (New Family & Kindergarten Social, Trunk or Treat, Learning Fair, etc).
- Coordinate closely with PSR in order to market to PSR families.
- Manage the admissions process with assistance from the Business Manager and School Secretary as needed.
- Develop relationships with area Catholic high schools to help St. Mary's families understand options.
- Train and supervise St. Mary Ambassadors so they are prepared to lead prospective families on tours of the school.
- Help families through the financial aid process.
- Conduct exit interviews with families.

### **Knowledge, Skills, and Abilities**

Knowledge of data information systems, data analysis and the formulation of action plans.

Knowledge of the admission and recruitment process and tools.

Knowledge of Catholic schools and their mission.

Knowledge of our local civic communities and events for the purpose of increasing the school's participation in community events.

Ability to organize and coordinate work.

Ability to communicate effectively.

Ability to engage in self-evaluation with regard to performance and professional growth.

Ability to establish and maintain cooperative working relationships with others.

### **Qualifications:**

Director of Advancement must be Virtus trained or willing to be trained, and pass FBI & BCI background checks. A background in admissions and marketing is highly desirable. Experience preferred.

