

# CATHOLIC SCHOOLS CENTER OF EXCELLENCE

## POSITION DESCRIPTION

**Position Title:** Vice President of Advancement

**Reports to:** President

**This position is:** Full time with benefits

**FLSA:** Non-exempt

**Date:** September 1, 2024

**Hours hired to work:** 40+ hours per week, 12 months

**About the Catholic Schools Center of Excellence:** The Catholic Schools Center of Excellence (CSCOE or the Organization) is a 501(c)(3) non-profit organization that has been in existence since 2015. CSCOE's mission is to increase enrollment through enhanced academic excellence in Catholic preschool through eighth grade schools. When formed in 2015, CSCOE's support focused on schools within the Archdiocese of St. Paul and Minneapolis. Having demonstrated success within the Archdiocese, CSCOE's focus broadened in 2022 to encompass all of Minnesota. Potentially unlimited growth beyond Minnesota is projected for the future.

**Purpose of Position:** CSCOE's Vice President of Advancement is responsible for creating, implementing and overseeing advancement efforts to raise funds in support of the organization's mission and serves as an advisor to the schools supported by CSCOE in their development and fundraising efforts. **To make the organization scalable to a national level, all roles within the Organization must heavily leverage advanced technology, especially AI, to do much more for far less in the shortest amount of time possible.**

### **Duties and responsibilities:**

1. Leverage technology to a high degree, including but not limited to expertise in engineering AI prompts for maximum productivity and impact
2. CORE COMPETENCY: Lead the implementation and be responsible for oversight of CSCOE's advancement efforts, including building out the advancement gift officers and staff as needed.
3. CORE COMPETENCY: Create an advancement strategic plan which will build on the foundation CSCOE has created
4. Identify advancement opportunities that support CSCOE's strategic plan.
5. Develop innovative plans aimed at maximizing advancement activities.
6. Identify best practices in advancement and development efforts.
7. Work with the archdiocese and individual elementary schools to identify and implement development opportunities that directly support the schools.
8. Partner with other Catholic, education-aligned community foundations, individuals and non-profit organizations to foster growth.
9. Accomplish other duties as may be assigned by the President related to smart growth and creating excellence in our Catholic school system.

## **Qualifications**

1. The Vice President of Advancement will be an experienced professional with a measurable track record as a successful advancement or development officer in an educational or related environment.
2. Experienced professional who has built and led advancement teams to increase attained net funding levels for the organization
3. Passionately committed to the organization's mission, a fervent believer in and advocate of the value of Catholic school education and capable of articulating and generating enthusiasm in the mission.
4. Experienced in working in a non-profit environment and working with and directing the work of volunteers.
5. The CSCOE Vice President -- Advancement will also possess:
  - a. An ability and willingness to be innovative, take appropriate risks and lead our Catholic schools into an era of growth and success.
  - b. A highly collaborative style and experience in developing and implementing advancement strategies.
  - c. Excellent writing, editing and verbal communications skills.
  - d. A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
  - e. The ability to build relationships with the flexibility and finesse to manage by example and influence.
  - f. High energy, maturity and leadership with the ability to serve as a unifying force and to position development discussions and plans at both strategic and tactical levels.
  - g. A sincere commitment to the mission of the organization and to working collaboratively with all constituent groups, including staff, board members, volunteers, donors, schools and other supporters.
  - h. Adaptable mindset: Can think flexibly on the spot without reverting back to "This is how we do things" mentality.
  - i. The ability to work independently in a largely virtual environment.

## **Management Responsibilities**

The CSCOE Vice President of Advancement will lead, oversee and coordinate the efforts of the Advancement department within CSCOE; will work closely with, be responsive to, and support the initiatives of the Advancement Committee of the Organization's board of directors; and will work with and advise individuals (employees and/or volunteers) charged with responsibility for fundraising within individual schools.

## **To Apply**

Please send a cover letter, resume, and three references to Bob Behr at [bobbehr@cscoe-mn.org](mailto:bobbehr@cscoe-mn.org).