

# CATHOLIC SCHOOLS CENTER OF EXCELLENCE

## POSITION DESCRIPTION

<b>Position Title:</b>	Manager for Catholic School Advancement
<b>Reports to:</b>	Chief Operating Officer
<b>This position is:</b>	Full-time with benefits
<b>FLSA:</b>	Exempt
<b>Date:</b>	November 2024
<b>Hours hired to work:</b>	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:** As a 501(c)(3) non-profit organization, CSCOE is dependent on the generosity of the public to finance its activities. Similarly, the schools supported by CSCOE are in a constant struggle to maintain financial equilibrium; in other words, to balance their books. In a typical Catholic K-8 school, tuition income funds anywhere from one-third to two-thirds of the school's financial needs; leaving a significant gap that must be satisfied through other sources. The Coordinator for Catholic School Advancement will help schools fill this gap by identifying and helping schools implement best practices in their advancement programs. **To make the organization scalable to a national level, all roles must heavily leverage advanced technology, especially AI, to do much more for far less in the shortest amount of time possible.**

### **Duties and responsibilities:**

The Manager for Catholic School Advancement will focus on the following key areas:

1. CORE COMPETENCY: Guide and assist schools in developing comprehensive advancement plans
2. CORE COMPETENCY: Partner with Saint Mary's University of MN to deliver the Catholic School Advancement Certificate Program
3. CORE COMPETENCY: Plan and direct both in-person and virtual meetings with principals, school advancement personnel, and volunteers to foster a collaborative environment

4. Provide support in CRM/Data systems such as Salesforce, and disseminate advancement toolkits including sample templates, plans, and other essential resources
5. Assist schools in leveraging challenge matches and conducting wealth screenings to optimize donor engagement strategies
6. Coordinate advancement webinars focusing on industry best practices and maintain an online community hub for Catholic school advancement professionals in Minnesota
7. Support schools in developing key performance indicators (KPIs) to evaluate the effectiveness of their advancement efforts. Provide quarterly progress reports on collective school KPIs
8. Leverage technology to a high degree, including but not limited to expertise in engineering AI prompts for maximum productivity and impact

### **Qualifications**

The Manager for Catholic School Advancement will:

- Possess a bachelor's or advanced academic degree and three to five years of relevant experience.
- Demonstrate excellent oral and written communication and interpersonal skills, and the ability to work well in a team environment.
- Have interpersonal skills appropriate for a "consultant-client" relationship.
- Be knowledgeable of advancement "best practices" and able to instill such practices in schools.
- Have a proven advancement track record.
- Be familiar with and share a passion for Catholic schools and the mission of the Organization.
- Have proficiency with relevant, state-of-the-art computer software applications and platforms (including Artificial Intelligence (AI), Salesforce, Microsoft Office, Google Suite, and Canva).
- Demonstrate sound judgment.
- Be self-motivated and highly productive while working without close supervision.
- Be sensitive to, and appropriately protective of, highly sensitive and confidential information.

### **Working Conditions**

The Manager for Catholic School Advancement must quickly become familiar with, and work collaboratively with, the Organization's mission, programs, and team leaders. Because the mission of the Organization must be closely aligned and in sync with the Catholic preschool through eighth grade schools it serves, the Manager for Catholic School Advancement must have a working knowledge of Catholic schools which can only be obtained by direct engagement with the schools. Success in this position will require flexibility in terms of working hours to accommodate evening and weekend activities.

CSCOE is a small, growing and entrepreneurial organization with a passion for Catholic education. We embrace a mindset of servanthood when it comes to helping schools. We listen to schools and strive to not only respond to their expressed needs but also anticipate additional needs and ask schools to seek excellence in all that they do. CSCOE seeks team members who thrive in a fast-paced environment that fosters critical thinking and creative problem-solving. We are self-starters and we embrace change. We will stop at nothing to enhance excellence in our schools. Our team believes in a high level of collaboration and searches for talent who will embrace change, seek excellence, and provide leadership and inspiration for our school communities.

Interested in applying? Please send an updated resume, cover letter, and three references to Annemarie Vega at [annemarievega@cscoe-mn.org](mailto:annemarievega@cscoe-mn.org).