

CATHOLIC SCHOOLS CENTER OF EXCELLENCE

POSITION DESCRIPTION

Position Title: Vice President of Advancement

Reports to: President

This position is: Full time with benefits

FLSA: Exempt

Date: January 1, 2025

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

About the Catholic Schools Center of Excellence: The Catholic Schools Center of Excellence (CSCOE) is a 501(c)(3) non-profit organization that was founded in 2015. CSCOE's mission is to increase enrollment by enhancing excellence in preschool – 8th grade Catholic 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 the preschool – 8th grade Catholic schools in Minnesota. Significant 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.

Duties and responsibilities:

1. CORE COMPETENCY: Lead CSCOE's advancement operation, including management of the advancement team and the creation and implementation of annual fundraising plans.
2. CORE COMPETENCY: Work with the board of directors, development committee, president and staff to achieve annual goals.
3. CORE COMPETENCY: Grow the number of CSCOE donors and the amount of money raised year over year.
4. Establish, in collaboration with the president, annual goals for donors, donor visits, and dollars raised, among other priorities.
5. Establish and build relationships with current and prospective donors.
6. Solicit and close annual, major, campaign and planned gifts.
7. Oversee the planning and implementation of fundraising events, including the annual CSCOE Bash.
8. Identify and implement best practices in advancement and development efforts, including the use of advanced technology, especially AI.
9. Oversee the maintenance and continual growth and improvement of CSCOE's donor database.
10. Be an ambassador for CSCOE with all the organization's constituencies.
11. Work with the archdiocese and any other partners that want to help CSCOE carry out its mission.
12. Partner with other Catholic, education-aligned community foundations, individuals and non-profit organizations to foster growth.
13. Accomplish other duties as may be assigned by the President.
14. Bring commitment to, and enthusiasm for, Catholic education to your job every day.

15. Contribute daily to an energetic, positive and supportive CSCOE work environment.
16. Leverage technology to a high degree, including but not limited to expertise in engineering AI prompts for maximum productivity and impact.

Qualifications:

1. The Vice President of Advancement will be:
 - a. An experienced professional with a measurable track record as a successful advancement or development officer.
 - b. An experienced leader who has built and led an advancement team to increase net funding levels for the organization.
 - c. Passionately committed to the organization's mission, a fervent believer in, and advocate of, the value of Catholic school education.
 - d. Capable of articulating and generating enthusiasm for the mission.
 - e. Experienced in working in a non-profit environment, and working with and directing the work of volunteers.
2. The Vice President of Advancement will also possess:
 - a. An ability and willingness to be innovative and to take appropriate risks.
 - b. A highly collaborative style and experience in developing and implementing advancement strategies.
 - c. Excellent writing, editing and oral 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 skills, 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, and other supporters.
 - h. Adaptable mindset: Can think flexibly on the spot without reverting to a "This is how we do things" mentality.
 - i. The ability to work independently in a hybrid (on-site and virtual) environment.

Management Responsibilities: The Vice President of Advancement will lead, oversee and coordinate the efforts of the Advancement department of CSCOE; will work closely with, be responsive to, and support the initiatives of the Advancement Committee of the Organization's board of directors.

To Apply: Please send a cover letter, resume, and three references to Bob Behr at bobbahr@cscoe-mn.org.