

Job Description

Executive Director of the Advancement Department for Orchard Lake Schools

General Description

The Executive Director of Institutional Advancement for the Orchard Lake Schools is responsible for overseeing and coordinating all aspects of the advancement functions that support the mission of the entity. Advancement functions shall include development, all alumni relations, internal and external public relations and marketing. The Executive Director has direct and primary responsibility for development of SS. Cyril & Methodius Seminary. The Executive Director supervises the individuals who are responsible for public relations, alumni relations, donor strategy, development, advancement services, mailroom, data integrity, graphic and web design. The Executive Director is accountable to the Chancellor and Vice Chancellor.

Responsibilities

1. Generate and maintain development plan and donor strategy for the Orchard Lake Schools.
2. Oversee OLS Fundraising events: Ambassadors Ball, Chancellor's Senate, Founder's Day, etc.
3. Develop and maintain plan giving program.
4. Cultivate new major donors.
5. Manage direct mail campaigns and enrollment programs.
6. Manage grants, foundations and wills/trusts.
7. Create an on- line giving program along with social media and development website links.
8. Manage and produce internal and external publications.
9. Act as staff liaison to Women's Council.
10. Demonstrate stewardship of Seminary, Prep and Polish Mission donors through phone calls and face-to- face solicitation..
11. Interface with Seminary, Prep and Polish Mission representatives to establish cohesive development strategy and implementation.
12. Supervise Directors, Assistance Director, Administrative Assistant and other staff members.
13. Supervise the production of materials and products for all development- related goals.
14. Generate an Annual Giving Report for review by OLS management and various boards.
15. Manage process and systems for prospect research, donor cultivation, information tracking and data mining.
16. Maintain all functions of the Raiser's Edge database for advancement; ensures information is accurate and consistent when entered into the system from all resources.
 - a. Generate reports for the Chancellor, Vice Chancellor, Rector, Headmaster, Polish Mission Director.
 - b. Coordinate prospect and donor information.
 - c. Generate and distribute acknowledgement letters, invoices, miscellaneous tax forms for all contributions.
17. Serve as staff support to the Regent Development Committee.
18. Perform other duties and responsibilities as assigned by Chancellor or Vice Chancellor.

Knowledge, Skills and Abilities Required:

- Firm commitment to support the mission of the Orchard Lake Schools and live the principles and values of the Catholic faith.
- Demonstrate a high degree of personal integrity.
- Ability to travel and work weekends and work evenings.
- Bachelor's degree (Master's degree preferred) and ten years experience or more with a proven track record of success and effective fundraising experience.

- Knowledgeable in computer-based fund-raising management, in particular Raiser's Edge, desktop publishing and web services.
- Excellent written and oral communication skills, strong interpersonal and organizational skills, and a demonstrated capacity for self-starting leadership and productive teamwork.
- Candidate must have basic knowledge of tax aspects of charitable giving and be proficient in Microsoft Office applications.
- Ability to coordinate and advance several programs and/or projects simultaneously.
- Create an office environment that is driven by weekly fund-raising and marketing awareness targets (published metrics) and deadlines that requires a high level of staff collaboration and work product output.

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