



CHESTERTON ACADEMY
OF OUR LADY OF VICTORY

DIRECTOR OF MISSION ADVANCEMENT

Start Date: Feb 1, 2026

Employment Type: Full-Time | Year-Round | Exempt

Salary Range: \$55,000–\$90,000 annually

Reports to: Headmaster

Chesterton Academy of Our Lady of Victory, a joyful and growing Catholic classical high school, is seeking a passionate, mission-driven leader to serve as Director of Mission Advancement. Reporting directly to the Headmaster, the successful candidate will lead and execute fundraising initiatives to support the mission and sustainability of Our Lady of Victory. This role focuses on donor cultivation, major gift campaigns, special events, and grant writing, ensuring the financial health of the school. This position collaborates closely with the Director of Admissions and Marketing, the Board of Trustees' Development Committee, faculty, and donors to ensure the school meets or exceeds its annual fundraising goals.

Key Responsibilities and Duties:

- Develop and implement a strategic fundraising plan to meet or exceed annual fundraising goals
- Build and strengthen relationships with donors, alumni, and community partners.
- Plan and oversee fundraising events, campaigns, and donor appreciation programs.
- Identify, write, and secure grants that align with the school's mission and goals.
- Work closely with the Director of Admissions and Marketing and school leadership to craft compelling communications and promotional materials.
- Maintain accurate donor records and provide regular reports on fundraising progress.
- Attend and support school events as required or at the discretion of the Headmaster.

Qualifications:

- Experience in event planning, grant writing, CRM management, and major gifts cultivation preferred.
- Familiarity with, and commitment to, the Catholic faith and the classical education model.
- Deep understanding and appreciation of the mission and values of Chesterton Academy of Our Lady of Victory.
- 1-5 years of experience in fundraising, development, and donor relations.
- Strong communication, writing, and interpersonal skills.
- Ability to strategically plan, organize, and execute development efforts.



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- Experience in event planning, grant writing, and major gifts cultivation preferred.
- Pay commensurate with experience.

Schedule:

- Full-time (40+ hours/week)
- Some weekend and evening events are required

Full-Time Benefits:

- Medical coverage (70% employer-paid premiums for employee and dependents) · Health savings account with employer pre-tax contributions
- Dental coverage (100% employee-paid)
- Vision coverage (100% employee-paid)
- Life and AD&D (100% employer-paid)
- Voluntary life (100% employee-paid)
- Paid time consistent with the Colorado Healthy Families & Workplaces Act for health-related issues (up to 10 days per year)
- Paid family and medical leave consistent with Colorado FAMILI
- 403B retirement plan with pre-tax or post-tax/Roth options
- Reduced tuition for children attending OLV
- Professional development opportunities through the Chesterton Schools Network, Archdiocese of Denver Office of Catholic Schools, and partnerships with the University of Dallas, Benedictine College, and ICLE
- All expense-paid trip to the Chesterton Schools Network conference within 2 years of employment

To apply, please email a cover letter and resume to careers@ourladyofvictorydenver.com.