

# EMPLOYMENT OPPORTUNITY AT VILLANOVA PREPARATORY SCHOOL

Villanova Prep, an exceptional co-ed, college preparatory school in beautiful Ojai, California, seeks an experienced and successful director of advancement. Founded by Augustinian Friars and ranked as one of the best Catholic schools in America, VPS was visited several times by Pope Leo when he was head of the worldwide Order of Saint Augustine. Serving boarding and day students in grades six through twelve, Villanova offers a rigorous education rooted in a rich intellectual tradition that dates back to the founding of the Augustinians in 1244. Surrounded by the Los Padres National Forest and 30 miles east of Santa Barbara, Villanova is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

## Director of Advancement

The director of advancement is a member of Villanova's senior leadership team and reports to the president. The director is responsible for developing and maintaining active and productive relationships with alumni, parents, grandparents, volunteers, friends and other VPS stakeholders.

Specific responsibilities include the following.

### Development

- Plan activities that cultivate relationships with stakeholders and secure gifts to the Annual Fund and other fundraising initiatives determined by the president.
- Develop and implement strategies for donor cultivation, solicitation, and stewardship.
- Manage a portfolio of active and prospective donors.
- Manage an associate director of advancement and a coordinator of alumni and parent relations.
- With the director of admissions, co-manage Villanova's coordinator of marketing and communications.
- Work with the associate director of advancement and freelance grant-writer to draft proposals to philanthropic foundations and corporations.
- Assist in raising funds to enhance the School's endowment.
- Create and administer a planned giving program.
- Identify, recruit, train and motivate a wide variety of volunteer leaders.
- Work with the president and fundraising counsel to plan and launch a campaign to raise \$100 million during the next ten years.
- Support the Development Committee of the Board of Directors in raising approximately \$3 million annually.

### Board Relations

- Help train board members and other leading volunteers.
- Assist the president in identifying prospective members of the Board of Directors.
- Staff the School's master planning committee.

### **Alumni and Parent Relations**

- With the coordinator of alumni and parent relations, support and strengthen the alumni and parent associations.
- Help plan alumni and parent events.
- Work with Campus Ministry to engage students in writing thank you notes to donors.
- Invite alumni and parents to speak with students about their career paths and serve as mentors.

### **Marketing and Communications**

- Work with the president, director of admissions, and coordinator of marketing and communications to advance Villanova's mission and vision to alumni, parents and members of the greater community.
- With the coordinator of marketing and communications, prepare a variety of online and print publications, including event invitations, e-newsletters, and an annual report and magazine.

### **Advancement Office Infrastructure**

- With the Advancement staff, create systems to support fundraising initiatives and operations.
- Supervise gift processing and record-keeping using Raiser's Edge.
- Coordinate research activities to include identifying top prospects.

### **Preferred Qualifications**

- Five to ten years of experience, including proven, measurable success in achieving fundraising goals. A bachelor's degree is required; a master's degree is preferred.
- Deep knowledge of donor cultivation, solicitation, stewardship, and securing major gifts from individuals, foundations, and corporations. Experience with grant-writing.
- Exceptional interpersonal, communication, and networking skills to engage donors, board members, alumni, parents and stakeholders.
- Experience in supervising, mentoring, and motivating staff.
- Experience with Raiser's Edge donor management software, as well as Google.docs and digital tools such as Trellis auction software and Almabase fundraising software.
- Exceptional organizational and writing skills.
- Experience working with graphic designers.
- Knowledge of the Catholic faith and commitment to Church teaching.

### **Compensation Package:**

The salary range for this position is \$100,000 to \$125,000. The starting salary is based on, but not limited to, factors that include type and years of experience, education level, and expertise.

Villanova Prep offers a generous benefits package that includes fully-paid medical, dental, vision, and life insurance for employees; employer contribution toward dependent insurance premiums; long-term and short-term disability insurance; and a 403(b) retirement plan. Eligibility rules apply.

### **To Apply:**

Applicants should send a resume and cover letter via e-mail to [development@villanovaprep.org](mailto:development@villanovaprep.org)