

EMPLOYMENT OPPORTUNITY AT VILLANOVA PREPARATORY SCHOOL

Villanova Prep, an exceptional co-ed, college preparatory school in beautiful Ojai, California, seeks a special assistant to the president. 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 Educational Association and the Western Association of Schools and Colleges.

Special Assistant to the President

The special assistant will be a member of Villanova's leadership team, work closely with the directors of admissions and development, and report to the president. The special assistant will be responsible for developing and maintaining active and productive relationships with alumni, parents, friends, prospective donors and prospective students. Specific responsibilities include the following.

Admissions

- In coordination with the director of admissions, develop and implement a program of marketing Villanova Prep to prospective five-day boarders and their parents.
- In coordination with the director of admissions, develop and implement a program of marketing Villanova Prep to prospective boarders from the United States.
- Develop relationships with teachers and administrators of Catholic schools outside of Ventura County.
- Help plan and host open houses and campus tours to attract prospective domestic boarders.
- Act as the primary contact for prospective domestic boarders and their parents, answering questions about tuition, curriculum and student life.
- Work with prospective domestic boarders and their parents in applying to Villanova Prep.
- Track applicants and enter data in Finals site enrollment management software.

- With the director of admissions and members of the admissions committee, review applications, lead interviews and help guide admissions decisions for incoming domestic boarders.
- With the director of financial affairs and members of the financial aid committee, review applications and help determine financial aid awards for incoming domestic boarders.
- With the director of residential life, help domestic boarders get set up for a successful first year.

Development

- In coordination with the director of development, attempt to engage currently unassigned prospective donors rated with the ability to give \$25,000 or more but no history of financial support, attempting to meet with at least eight prospects per month.
- Develop and implement strategies to engage selected prospects in the life of the school.
- Enter cultivation and solicitation contact information in Raiser's Edge.
- Solicit prospects rated with the ability to contribute between \$25,000 and \$99,999, with the director of development managing those who can give between \$100,000 and \$999,999 and the president taking responsibility for those at \$1,000,000 and above.
- Raise at least \$500,000 in new gifts and pledges a year.
- Help the president and director of development recruit, train and staff a campaign cabinet.

Board Relations

- Assist the president and director of development in identifying prospective members of the Board of Directors.
- Help recruit, train and staff members of the Board.

Preferred Qualifications

- Seven to ten years of experience, including proven, measurable success in achieving significant growth in sales, fundraising and/or student enrollment. A bachelor's degree is required; a master's degree is preferred.
- Knowledge of student recruitment and donor cultivation, solicitation and stewardship.
- Exceptional interpersonal, communication, and networking skills.
- Experience with Raiser's Edge and Finalsite.

- Knowledge of the Catholic faith and commitment to Church teaching.

The salary range for this position is \$90,000 to \$110,000. 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 jlink@villanovaprep.org