

VICE PRESIDENT FOR ADVANCEMENT

Mercy High School

May 2018

General Summary

The Vice President for Advancement will be responsible for planning and executing a comprehensive advancement program that furthers and supports the mission of Mercy High School. The Vice President along with the President and Board of Directors will continue to implement and enhance an integrated, donor centered advancement program to include identifying, evaluating and soliciting major gift donors; targeting direct mail donations and planned giving donors; and devising strategies and implementing campaigns.

This leadership position demands resourceful creativity.

Responsibilities

1. Develop and execute long-term and short-term strategies to secure gifts from individuals, foundations and other entities in support of the school's mission and strategic plan.
2. Discover, identify, cultivate and structure major gifts of \$5,000 or more
 - Develop, expand and manage relationship with the school's key stakeholders
 - Manage a portfolio of major gift prospects who have the capacity to donate \$5,000 or more
3. Solicit gifts: work directly with the President, Board of Directors, administration, faculty, and key volunteers to implement successful solicitation strategies.
4. Assist administration in the recognition, articulation, and prioritization of funding needs.
5. Provide strategic counsel to the President and other advancement staff who may be managing other prospects.
6. Supervise alumnae relationships, database procedures and special events.
7. Write proposals/grants, or direct/assist in the drafting of proposals/grants.
8. Maintain current knowledge of tax laws, investments and planned giving opportunities.
9. Other duties as assigned.

Requirements

- Bachelor of Arts
- Experience in the field of development and fundraising
- Advanced communications, analytical, organizational and interpersonal skills combined with a keen attention to detail and the ability to maintain strict confidentiality.
- Appreciate and understand the mission of Mercy High School and have the ability to articulate the mission.

Relationships

- Reports to the President.
- Must work in concert with Principal and other administrative staff.
- Provides leadership to the Advancement Office.
- Represents Mercy High School to all appropriate constituents.
- Maintain positive working relationship with the Board of Directors, donors, alumnae, business and foundation professionals in the Omaha area.