



Becoming Women
of Faith and Integrity

**St. Hubert Catholic High School for Girls
Director of Institutional Advancement
Philadelphia, PA**

<https://www.huberts.org/>

THE INSTITUTION

St. Hubert Catholic High School for Girls is a four-year comprehensive diocesan high school and is one of the Philadelphia area high schools that make up the Secondary School System of the Archdiocese of Philadelphia. Since opening their doors in 1941, St. Hubert Catholic High School is the largest Catholic girls' high school in Philadelphia. St. Hubert draws students from over 50 elementary schools in surrounding neighborhoods and every section of Philadelphia, the suburbs of Bucks and Montgomery counties, and Southern New Jersey. At St. Hubert, each student is offered a college-preparatory, liberal arts education. Over 98% of graduates pursue their education beyond St. Hubert, and in the past four years graduates have received over \$57 million in scholarships and grants to the colleges and universities of their choice.

With an academic program tailored to meet each student's individual needs, St. Hubert students are offered a cutting-edge education with technology incorporated into every aspect of the curriculum. In addition, St. Hubert has an extensive extracurricular program with over 30 activities from which students can choose.

St. Hubert has been forming women of faith and integrity in the Philadelphia area. The school itself is a neighborhood landmark, and graduates stretch throughout the country and world. St. Hubert's has graduated over 30,000 alumnae that have gone on to do incredible things in Philadelphia and beyond. Among them are mothers, daughters, sisters, grandmothers, granddaughters, aunts, cousins, and nieces, representing the true family tradition that is essential to keeping the spirit of St. Hubert alive and growing.

For additional information, please visit their website at <https://www.huberts.org/>.

THE POSITION

Reporting to and working closely with the President, the Director of Institutional Advancement serves as the Chief Advancement Officer and is responsible for creating fundraising and communication plans and setting goals in alignment with the strategic plan. Fundraising efforts are led by the Director by creating a strong awareness among various constituencies that showcases the school as the ideal choice for philanthropy, volunteerism, and most importantly education of young women to develop into their best self. Working side-by-side with the President, the Director of Institutional Advancement has the goal of significantly increasing fundraising outcomes that should ultimately have a positive effect on enrollment management and thus sustaining the future good health of the school. The advancement function includes oversight and management of the team working on the annual fund, major gift solicitations, (including EITC/OSTC, corporate and foundation relations, planned giving endowments, capital campaigns) and fundraising through special events and sponsorships.

Specific Responsibilities

- Advance the mission, vision, and short and long-term goals of St. Hubert Catholic High School in concert with the President and Principal.
- Work closely with the President in all phases of advancement and supported by the Chief Marketing and Advancement Officer within the Office of Catholic Education, Archdiocese of Philadelphia.
- Generate and maintain a dynamic portfolio of high-net-worth individuals and secure major, capital, and planned gifts and endowment support from these constituencies.
- Ensure dynamic processes in all phases of donor qualification, cultivation, solicitation, and stewardship.
- Develop annual plans and budgets with the President.
- Identify, cultivate, solicit, and steward between 75-100 gift prospects for major gifts, the EITC/OSTC program and sponsorships of gift levels of \$5,000 or more that can generate at least \$400,000 in annual funds.
- Develop and implement a comprehensive annual fund campaign and two special campaigns (i.e., Day of Giving) that can generate at least \$400,000 in annual unrestricted gifts to the Bambie Fund.
- Steward and grow the OSTC/EITC Tax Credit program by soliciting alumni and community businesses that are eligible, as well as educate the community on the program and impact of these donations. Work closely with BLOCS and other affiliated organizations to support the Tax Credit effort.
- Manage alumnae with the President of the Alumnae Association.
- Maintain cooperative working relationships with staff, faculty, and coaches whose cooperation is essential to effective outreach and fundraising.
- Collaborate with the President in the development of constituent relations programs in the areas of alumni relations, parent relations, and other key constituent relations.
- Provide counsel to the President on all items related to advancement.
- Serve as the staff liaison for the Development Committee of the Board of Directors including Development, Finance, and Academic/Grants.
- Provide direction to the Development office and support staff including performance reviews and the annual review of their job descriptions.
- Serve as an exemplary advocate for St. Hubert Catholic High School in the community, with local leaders, religious organizations, business and corporate partnerships, and other leaders, and build relationships that closely link the community with the school.

- Be active and involved in the advancement profession and keep St. Hubert Catholic High School visible among peer institutions within the Archdiocese of Philadelphia and among other Catholic college preparatory high schools throughout the Commonwealth of Pennsylvania.
- Attend external events to further develop a network of potential donor prospects.
- Provide oversight and direct the management of the Raiser's Edge database and all donor acknowledgements.
- Embody values of caring, compassion, justice, integrity, competence, and affirmation.
- Perform other duties as assigned by the President.

Qualifications

- An appreciation and passion for the mission of St. Hubert Catholic High School and a commitment to the value of Catholic education.
- Minimum of five (5) years of experience in development, fundraising, or related field.
- Demonstrated success and knowledge to all facets of development, including annual giving, major gifts, planned giving, grants, corporate and foundation relations, events, capital campaigns, and data management and analysis.
- Proven track record of fundraising success, especially with campaign planning/execution and in major gift solicitations.
- Ability to document successful solicitation of numerous major and principal gifts and present a history of building advancement programs and fundraising performance.
- Strong leadership and interpersonal skills with the ability to interact in a positive manner with all the constituencies of the school community: President, administration, staff, faculty, Board of Directors, alumni, parents, and friends of the School.
- Demonstrated ability to work collaboratively in a team-based environment.
- A high degree of integrity, confidentiality, strong work ethic and a willingness to quickly and continuously gain knowledge of the mission of Catholic education.
- Proficiency in Microsoft Office and CRM databases with a demonstrated knowledge and proficiency with the web and social media; experience with Raiser's Edge database preferred.
- Possess superior communication and presentation skills to express, orally and in writing, St. Hubert's mission, vision, and goals with clarity, passion, and persuasion.
- Ability to organize and establish objectives, prioritize and achieve goals.
- Excellent public speaking skills complemented by a demonstrated ability to interact in a social setting with ease and grace.
- Preferred experience in management, budget development and financial oversight.
- Knowledge and experience with the Pennsylvania EITC and OSTC programs and the workings of the Archdiocese of Philadelphia preferred.
- Possess strong work ethic, competitive nature, strategic thinking and planning skills.
- Commitment to lifelong learning and professional growth.
- Proficiency in Microsoft Office and Raiser's Edge software.
- Bachelor's degree required; advanced degree preferred.
- Ability and willingness to travel and work nights and weekends as needed.

For inquiries, nominations and applications, please contact:

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