



**Bishop Shanahan High School**  
*People of God; People for Others*

**Director of Institutional Advancement**  
**Bishop Shanahan High School**  
**Downingtown, PA**  
<https://www.shanahan.org/>

## **THE INSTITUTION**

Bishop Shanahan High School, a Catholic co-educational secondary school of the Archdiocese of Philadelphia, committed to sustaining excellence, provides a strong spiritual life, along with challenging academic and rich extracurricular programs. A strong witness to Christian values and commitment to academic rigor and integrity prepare all students to be critical thinkers and moral stewards in a rapidly evolving global environment.

Bishop Shanahan High School provides an unequaled educational setting where the focus is on each student finding and developing his or her truest gifts and talents. With this goal in mind, Bishop Shanahan provides a wide variety of educational, co-curricular, and extra-curricular experiences to help all students develop their potential as persons made in the image and likeness of God. Thousands of young people have benefited from the unique educational experience at Shanahan.

Students are supported by dedicated and committed faculty and staff who provide an ethical and moral education which reaches beyond the walls of the classroom. The whole school is united by the conviction that all members of the Bishop Shanahan community are called to be *People of God; People for Others*.

For additional information, please visit the Bishop Shanahan website at <https://www.shanahan.org/>.

## THE POSITION

Reporting to the President, the Director of Institutional Advancement (DIA) is responsible for leading the development efforts of Bishop Shanahan High School. In collaboration with the President, the DIA has the goal of achieving development and fundraising outcomes that will advance the mission, values, strategic goals, and financial sustainability of the school. The DIA will build and foster relationships with alumni, board members, current and future families, and constituents. The advancement function includes oversight and management of 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 Bishop Shanahan High School in concert with the Board of Directors, President, and Principal.
- Work closely with and provide counsel to the President on all items related to advancement.
- Bishop Shanahan is currently in the final stages of a successful \$ 3+ million capital campaign. The Director of Institutional Advancement will be directly responsible for managing the successful completion of the campaign and in concert with the President, developing and implementing a plan to capitalize on the success of the campaign through stewardship and future solicitation efforts.
- Generate and effectively steward a dynamic portfolio of high-net-worth individuals; and secure major, capital, planned gifts, and endowment support from these constituencies.
- Ensure dynamic processes in all phases of donor qualification, cultivation, solicitation, and stewardship.
- Develop and implement annual plans and budgets with the President.
- Collaborate with the President in the development and implementation of constituent relations programs in the areas of alumni relations, parent relations, and other key constituent relations.
- With the support of the Director of Marketing, devise and implement effective internal and external messaging to enhance advancement, enrollment, and constituent communication.
- Serve as the staff liaison for the Board of Directors with specific responsibility for the Development Committees of the Board. Support and collaborate with Board members and relevant committee chairs as needed.
- Maintain cooperative working relationships with staff, faculty, and coaches whose cooperation is essential to effective outreach and fundraising.
- Serve as an exemplary advocate for Bishop Shanahan High School in the community, with local leaders, religious organizations, business and corporate partnerships, and other leaders. Build and steward relationships that closely link the community with the school.
- Be active and involved in the advancement profession. Keep Bishop Shanahan 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.
- Embody values of caring, compassion, justice, integrity, competence, and affirmation.
- Effectively manage, mentor and support the Institutional Advancement Team.
- Perform other duties as assigned by the President.

## Qualifications

- Five years of experience in development and fundraising, secondary education institutional advancement is preferred, with supervisory experience.
- Understand the mission and identity of a Catholic institution (practicing Catholic preferred).
- Accomplishment in advancement with a proven track record of fundraising success, especially with campaign planning/execution and in major gifts.
- Demonstrated successful solicitation of numerous major and principal gifts and a history of building advancement programs and fundraising performance.
- Strong work ethic, competitive nature, excellent communication skills, and strategic thinking and planning skills are required.
- Strong 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.
- Commitment to lifelong learning and professional growth.
- Excellent public speaking skills complemented by a demonstrated ability to interact in a social setting with ease and grace.
- Proficiency in Microsoft Office, Google Workspace, and Raiser's Edge software.
- Knowledge and experience with the Pennsylvania Tax Credit Program EITC/OSTC is preferred.
- Bachelor's degree is required.
- Limited travel required; but anticipated to regularly attend events after school hours and weekends as needed.

*This is a full-time, 12-month position that requires evening and weekend work.*

*The Archdiocese of Philadelphia is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applications without regards to race, color, religion, age, sex, national origin, disability or protected veteran status.*

*As a religious organization, the Archdiocese of Philadelphia is also bound by Canon Law and Catholic teachings. For this reason, there may be occasions when an employee's failure to adhere to the truths of the Catholic faith are a factor in employment-related decisions. In the event an employee fails to adhere to, or takes a position publicly that is contrary to, Catholic doctrine and teachings, or any policy or procedure maintained by the Archdiocese, the employee may be subject to disciplinary action up to and including termination of employment. The Archdiocese of Philadelphia and its entities are Roman Catholic religious organizations, and their employees are expected to respect and conduct themselves in accordance with the values, teachings, and moral of the Roman Catholic Church.*

*Employment practices will not be influenced by an individual's legally protected status, or any other basis as may be required by local, state and/or federal law as those laws apply to the Archdiocese.*

*The Archdiocese offers a competitive salary and benefits package commensurate with experience and education.*

## Application Procedure

To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Tara Sweeney, [tsweeney@lambertassoc.com](mailto:tsweeney@lambertassoc.com) Please include Bishop Shanahan High School in the subject field.

- Cover letter
- Current resume
- Before employment can begin, the remaining requirements must be met: PA required clearances and Safe Environment clearances.



**Tara Sweeney, Partner**

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