



Advancement Officer

Position Overview: St. Genevieve Catholic School is seeking candidates for the position of Advancement Officer to begin in July 2016. Ideal candidates should be committed to promoting urban Catholic education and be fluent in both Spanish and English. The Advancement Officer will work with the principal to effectively and positively communicate the mission and vision of the school. The following is an outline of duties and responsibilities:

Marketing

- Community outreach: Promote school's visibility within the Parish and surrounding community
- Manage communication strategy, including school website, social media, publications, marketing materials, newsletters, and Church bulletin(s)
- Oversee and guide Parent Ambassadors

Development

- Oversee school fundraising efforts and donor recognition, including annual appeal and Scholarship Benefit gala
- Attend School Board meetings

Student Recruitment & Enrollment

- Organize and lead recruitment events, including Open House, student shadow days, and community outreach events
- Facilitate prospective families through the enrollment process, including managing inquiries, giving tours, handling objections, and maintaining positive and constructive communication
- Assist with financial aid applications

The Advancement Officer may be required to perform other duties and responsibilities at the discretion of the principal.

Qualifications

- Minimum of a completed Bachelor's degree
- Belief in the mission and vision of St. Genevieve Catholic School, practicing Catholic preferred
- Ability to work a flexible schedule with some evening and weekend commitments
- Excellent organizational and communication skills (both oral and written)
- Experience in database management
- Verbal and written fluency in both Spanish and English

Compensation

- Competitive salary commensurate with experience
- Professional development stipend
- Generous benefits package including medical, dental, flex plan, life insurances, 403b, and pension
- Paid holiday, vacation, and sick leave

Contact: Interested candidates may submit a cover letter and resume to Principal McKenna Corrigan at mcorrigan@stgscschool.org.