



## **CHESTERTON ACADEMY**

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### **OF SACRAMENTO**

#### **Advancement Director**

#### **Summary**

The Advancement Director is responsible for the development and implementation of an annual plan to communicate school successes and to help raise the funds to necessary sustain the school's mission. Duties include overseeing and managing fundraising efforts, building strong and successful relationships, and maintaining communications with donors and future patrons.

#### **Primary Responsibilities and Duties**

1. Design and implement a comprehensive annual fundraising/general marketing and promotion plan to strengthen awareness and support among key stakeholder groups (e.g., donors, alumni, friends).
2. Identify new and creative sources of funding and expand donor base.
3. Coordinate external communications. Create materials, such as publications and newsletters, to market the school. Oversee social media platforms. Find new and creative ways to communicate with various stakeholders and broaden the base of exposure for the school.
4. Oversee all aspects of the school's fundraising events, including the Annual Gala and Spring Golf Tournament. Work closely with volunteers, including parents, students, and staff.



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5. Develop and coordinate school fundraising campaigns, such as Giving Tuesday, Founders Give \$5K+, and Monthly Giving.
  
6. Oversee processing of all donations, generate gift acknowledgements, and maintain giving records of donors to the school.
  
7. Develop and execute plan to increase alumni and parent support and involvement.
  
8. Attend Chesterton Academy Network schools conference and others as needed.

### **Relationships**

The Advancement Director maintains the following working relationships:

- The Advancement Director reports directly to the CEO.
- The Advancement Director maintains a consultative, collaborative relationship with the Board of Directors, faculty, staff and stakeholders (both internal and external) of Chesterton Academy of Sacramento.

### **Requirements**

The Advancement Director must be a practicing Roman Catholic.

### **Education:**

Bachelor's Degree.

### **Salary:**

\$65,000 annual



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### **Desirable skills:**

Previous experience in non-profit fundraising and office/business administration; strong analytical, organizational and planning skills; excellent written and oral communication and interpersonal skills. Experience with Bloomerang or other donor management software.

Interested candidates should submit a cover letter, resume, and three to five references to [careers@sacramentochesterton.org](mailto:careers@sacramentochesterton.org); Position will remain open until filled.

### **About Chesterton Academy of Sacramento**

Opened on August 15, 2022 as a result of a grass-roots movement of parents, Chesterton Academy of Sacramento is an independent, joyfully Catholic, classical high school serving families of the greater Sacramento area. We offer a rigorous, integrated high school curriculum centered on the Incarnation of Jesus Christ. Focusing on the classics, the school develops complete thinkers who learn to draw on faith and reason for the purpose of building a culture of life. Learn more about [Chesterton Academy of Sacramento \(sacramentochesterton.org\)](http://sacramentochesterton.org) and the growing national [Chesterton Schools Network](#).

Chesterton Academy of Sacramento is an equal opportunity employer and has a racially nondiscriminatory policy as to students and therefore does not discriminate against applicants and students on the basis of race, color, or national and ethnic origin.