



HOLY SAVIOR MENARD
CENTRAL HIGH SCHOOL

318.445.8233
4603 COLISEUM BLVD
ALEXANDRIA, LA 71303
INFO@HOLYSAVIORMENARD.COM

Position: Director of Institutional Advancement

Job Summary:

Reporting to the Principal, the Director of Institutional Advancement is responsible for directing the school's comprehensive fundraising program, managing alumni relations and stewardship activities. Additionally, the Director will oversee external communications and community relations to ensure that the school has a clear and consistent voice.

This is an administrative position that works closely with the principal and the administrative team, to establish funding relationships to secure resources that support the school's mission and long-term strategic goals.

Responsibilities:

- Plan and execute an effective, comprehensive fundraising program aligned with the school's strategic goals.
- Identify, cultivate, and enhance funding relationships with corporate partners.
- Direct major gift solicitation activities.
- Oversee annual giving program.
- Implement a planned giving program.
- Oversee a donor recognition plan that outlines processes for gift acknowledgements and identifies opportunities to enhance existing donor relationships.
- Create a plan to increase alumni giving and engagement.
- Prepare detailed reports on fundraising performance for the principal.
- Oversee external communications activities, including community relations events and public relations announcements.
- Provide financial oversight for departments, including budgeting, planning, and expense tracking.

Qualifications:

- Bachelor's degree in business, communications, or other applicable field required.
- Demonstrated ability leading fundraising and/or business development teams.
- Excellent writing and presentation skills.
- Strong project management and organizational skills.
- Fluency in donor tracking software.

How to Apply:

Please send a resume to cgatlin@holysaviormenard.com



CHRIS GATLIN - PRINCIPAL
LAURA DAVIS - ASSISTANT PRINCIPAL
JENNIFER TICHENOR - ADVANCEMENT
DAVID PERKINS - ATHLETICS

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