



# JOB DESCRIPTION

**TITLE:** Advancement Manager  
**REPORTS TO:** Advancement Director

**Check applicable interactive boxes below:**

☒ Exempt    ☐ Non Exempt    ☒ Full-Time    ☐ Part-Time (30 hours )

## **PART I. Position Summary & Essential Functions**

### **Position Summary:**

O'Dea High School's Advancement Department, is seeking a talented Advancement Manager with fundraising experience, including special events, sponsorship solicitation and the ability to develop and nurture relationships with key volunteers, donors, and corporate sponsors.

The Advancement Manager will provide leadership and oversight of the O'Dea Fund including the annual campaign and other associated campaigns. This position serves as the lead in the planning, logistics, and coordination of O'Dea High School's Advancement Office events. This person also supports recognition activities and works with volunteers to ensure a great O'Dea experience. The position requires strong organizational and networking skills, and the ability to work on various projects simultaneously. The position will also assist with other Advancement Department duties as assigned.

### **Essential Functions/Responsibilities:**

1. **Fundraising:** Responsible for the O'Dea Fund, including the annual fund campaign, day(s) of giving, and current family pledges. Solicit donors through face to face and letter writing campaigns. Create and implement fundraising campaigns. Collaborate with the Advancement Director on other fundraising opportunities throughout the year. (60% of time)
2. **Events:** Lead in coordinating Advancement Office events from a logistics standpoint (to include collateral and rentals needed for the event) to ensure successful outcome. Secures vendors and works effectively with them to ensure events are properly executed and operated within budget. (25% of time)
3. **Volunteer Management:** Collaborate with committee to determine volunteer needs for each event and/or campaign. Work effectively with volunteers to ensure events are well supported, and volunteers feel appreciated and want to continue to help in the future. (10% of time)
4. **Donor Recognition:** Collaborate with the Communications Director, outsourced designer, and vendors to produce donor recognition material for specific appeals (Christmas, Give Gold). (5% of time)

**PART II. Minimum Qualifications** – Indicate the minimum education, experience and skills needed to satisfactorily perform the responsibilities of the position.

**Minimum Education Required - Check one box:**

☐ HS Diploma    ☐ Associate Degree    ☒ BA/BS    ☐ Masters    ☐ PhD/MD

List preferred related field for degree: Communications, Project Management

If experience will be considered in lieu of a degree, list the level of experience/education that will be considered.

3-5 experience relevant to the functions and responsibilities listed.

**List any Professional License/Certification Required (i.e., LMSW, LCSW; CPA; CFRE):**

**Minimum Experience/Skills/Competencies Required (e.g., Time Management, Communication):**

Project management, verbal and written communication, collaborative style

**Technical/Other (e.g. Data Management – knowledge of specific database software, the ability to extract and analyze data; knowledge of Microsoft Office Suite; knowledge of financial law, tax codes):**

Proficient in Excel, Word, Publisher and Adobe Acrobat

*The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.*

**PART III. Physical Demands/Work Environment** - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Walking		x		
Bending		x		
Standing		x		
Stooping		x		
Sitting				x
Climbing	x			
Driving		x		
Traveling	x			
Extended hours and/or nights and weekends as needed		x		
Lifting up to 50 lbs. with or without assistance	x			
Lifting over 50 lbs. with assistance		x		
Stretching/reaching		x		
Distinguish smell/temperature	x			
Hearing				x
Seeing				x
Speaking and communicating effectively with all people including some with diverse backgrounds				x

Physical Demand	Never	Occasionally (up to 25%)	Frequently (26-75%)	Constantly (76% or more)
Operating computer and standard office equipment				x
Hand/finger dexterity				x
Motor skills and hand-eye coordination			x	
Exposure to hazardous materials	x			
Exposure to outside activities that could include extreme temperatures or inclement weather		x		
Other:				

*The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.*

Salary: Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications. The salary range for this position is \$72,000 to \$85,000.

Benefits: A comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.

**Approvals:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date