



Advancement Director

Immaculate Conception School

Responsibilities:

Primary responsibility is to raise the funds necessary to meet or exceed the goal of the Annual Fund established by the School Commission in consultation with the Pastor, Principal and Parish Accountant.

Additional Responsibilities:

- Recruiting volunteers, Co-chairing the Annual Fund and Marketing Committees, creating solicitation letters for the constituencies of the greater school community and related materials
- Producing the Annual Magazine and Annual Report, and Marketing collateral to be used as both a fundraising and marketing tools.
- Preparing a monthly report for the Principal and School Commission on the progress of the Annual Fund.
- Working with appropriate faculty, school staff and the IC School Parents' Association to insure publicity for the school in local media outlets.
- Overall responsibility for the school website.
- Creating a presence for the school on social media sites in conjunction with the Principal.
- Assuming overall responsibility for all major events and coordinating with the ICS Parents' Association.
- Track alumni and form an ICS Alumni Association.
- Track and record incoming donations, compose acknowledgements.

- Attend Faculty meetings, School Commission Meetings, Sub Committee Meetings, ICS Parents' Association Meetings and events, and Parish events as required by the Principal and Pastor.\
- Serve as a liaison with the Marlborough Regional Chamber of Commerce, included attending networking events.

To apply, send a cover letter, resume, three letters of reference, and certification information via email to:

lshort@icschool.net