



## Director of Advancement

Blessed Sacrament School in Walpole, MA is currently seeking a part-time **Director of Advancement**. The Director of Advancement will work 20-25 hours per week as part of the school administrative team to further the school's mission and support the continued growth of the Blessed Sacrament School community.

Established in 1966, Blessed Sacrament School provides a Catholic education to children in Preschool through Grade Eight. Blessed Sacrament School strives to nurture every child spiritually, intellectually, socially, physically, and emotionally in an atmosphere of Christian concern and service in which we are "building the City of God on a foundation of faith and knowledge."

The responsibilities of this position will include:

- Promoting understanding, acceptance and support of the school's mission
- Planning and administering the St. Francis Annual Fund
- Working with a team of parent volunteers to direct the school's spring Under the Stars Dinner & Auction and fall Golf Tournament
- Providing support with other school fundraisers, including the Christmas Bazaar
- Building meaningful relationships with current parents, past parents, alums, and other potential supporters of the BSS community
- Building a working database of BSS Alumni
- Coordinating the work of the School Board Advancement Committee
- Acknowledging donations and maintaining a robust donor database
- Working with the BSS administration and Director of Admissions to improve the school's marketing, branding, and public relations efforts
- Coordinating yearly BSS alumni reunions
- Pursuing potential grant opportunities for the school community

Candidates for this position should meet the following qualifications:

- A commitment to Catholic education
- Bachelor's degree with a preferred concentration in Business, Marketing, Management or a related field
- Experience as a fundraiser (educational setting preferred)
- The ability to effectively communicate, both orally and through written word
- Creativity, accountability, and organization

Submission Instructions: Please submit cover letter, resume and three references to Mr. James Spillman, Principal, at [jspillman@blessedsacrament.org](mailto:jspillman@blessedsacrament.org).