

Chief Advancement Officer

Cardinal O'Hara High School is seeking candidates for the position of Chief Advancement Officer. The Chief Advancement Officer of Cardinal O'Hara High School provides strategic leadership and direction in collaboration with the Principal and Board of Trustees in establishing the vision and model for advancement success. The Chief Advancement Officer serves as the chief strategists for annual giving and is responsible for developing a direct marketing program designed to support COHS' fundraising efforts. General management responsibilities include developing, implementing and assessing short and long-term plans for achieving program and fund goals, setting and monitoring the advancement budget, and motivating, assisting and evaluating staff.

Qualifications

- Significant experience as a manager of sophisticated direct response programs, preferably in an academic fundraising environment. Comparable experience in management, sales, or marketing.
- Proven record of accomplishment that demonstrates initiative, creativity, managerial, and interpersonal skills.
- Advanced knowledge of current and emerging marketing trends and best practices, including new technologies such as expanded use of internet and web resources.
- Advanced skill in strategic planning, effectively organizing resources and setting and establishing priorities.
- Advanced skills in managing professional staff including selection, training, evaluating and mentoring staff at all levels and experience taking disciplinary action when necessary.
- Well-developed leadership abilities and a willingness to take risks and solve problems creatively.
- Excellent oral and written communication skills. Willingness to work as an integral part of a team is essential.
- Advanced market research, analytical, and data mining skills.
- Ability to articulate a compelling case for philanthropic support in a competitive fundraising environment.
- Strong interpersonal skills and the proven ability to collaborate, build team spirit, and achieve results within a diverse population that may possess competing interests, opinions, and/or expectations.
- Bachelor's degree required; MBA or equivalent advanced degree is preferred

Additional Information

Salary range: \$42,000 - \$47,000

Deadline to Submit Resume: Monday, August 17, 2009

Candidates should forward resume and cover letter to:

M. Ciurczak, Principal
Cardinal O'Hara High School
39 O'Hara Road
Tonawanda, New York 14150