

**San Miguel High School**  
Job Description

**Job Title:** Director of Institutional Advancement

**Exemption Status:** Exempt Executive

**Department:** Advancement

**Primary Function:** Under the direction of the President, the Director of Institutional Advancement must provide leadership in all fund development efforts.

**Essential Duties and Responsibilities:**

- Perform in support of the spiritual and educational mission of San Miguel High School and the Catholic Church
- Coordinate all fundraising efforts which include: annual appeals, capital campaigns, endowment campaigns, grant writing, planned giving efforts, business development, sponsorships, foundations and in-kind donations
- Develop strategic marketing plan that includes public relations, marketing strategies and collateral materials
- Develop, implement and oversee a comprehensive communications program with all constituents
- Creation and implementation of a donor cultivation plan
- Coordinate the school and constituency promotion of the Arizona Tax Credit
- Donor database management and IRS compatibility
- Initiate innovative approaches to building the school's donor constituency
- Help to create an environment for philanthropy to flourish
- Coordinate all special fundraising events
- Other duties as assigned

**Physical/Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability, ability to lift as required in a normal office environment

**Required Activities:** Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying and keyboarding

**Basic Qualifications:**

- Desire to work for the mission of San Miguel High School and San Miguel Corporate Internship
- Superior analytical, written and verbal communication skills are crucial to this position.
- Ability to work with high-level decision makers, board members and donors
- Candidates should possess an intimate understanding of education and philanthropy and a proactive, entrepreneurial approach to fundraising.
- The ideal candidate would be a disciplined self-starter who regularly sets ambitious goals for the entire department, and inspires the team to achieve them.
- Must exhibit broad, creative and strategic thinking
- Must demonstrate a love for young people and a commitment to Catholic, Lasallian education
- Must demonstrate strong interpersonal skills with an exceptional ability to build relationships

**Education and Experience:**

- Comprehensive skills in institutional giving with experience at a corporation, foundation, government and non-government organizations, hospital or related non-profit organization
- Programmatic, administrative, and/or fundraising experience at a non-profit is preferable, including negotiating corporate and foundation gifts and grants, preparing proposal submissions and conducting development-related research
- Bachelor's degree required; advanced degree preferred

**Other Skills and Abilities:**

- Proficiency in Spanish helpful

To Apply:

Download a Staff Application from the San Miguel Web Site,  
<http://www.sanmiguelhigh.org/WS2/employment/employment.html>.  
Submit a cover letter, application, resume, and three letters of reference to:

Leslie Shultz-Crist, President  
San Miguel High School  
6601 S. San Fernando Road  
Tucson, AZ 85756  
e-mail: [creistl@sanmiguelhigh.org](mailto:creistl@sanmiguelhigh.org)