**DIRECTOR OF ADMISSIONS AND DEVELOPMENT**

**PROFESSIONAL DUTIES**

**Most Blessed Sacrament (MBS) Catholic School located in Berlin, Maryland** is seeking a qualified individual to fill the position of Director of Admissions and Advancement. This position will be responsible **for student enrollment, promoting the growth of MBS through community outreach, grant writing, marketing** and **philanthropic support** necessary to advance and enhance the school’s mission and services.

Job requirements:

* 2-3 years of experience in development, marketing, grant writing and fundraising
* Minimum of Bachelor’s degree in marketing or related field
* Ability to represent the school and its mission to donors and the wider community
* Strong organizational and communication skills
* Enthusiastic commitment to the mission and ministry of Catholic School
* Knowledge of the value of Catholic School education
* Enjoy working in a small, family-oriented environment
* Some evening and weekend availability
* Three letters of recommendation are needed, one of which needs to be from the leader of the applicant’s faith community
* Active and practicing member of one of the eight parishes that sponsor our school.

Interested individuals should contact Mark J. Record, Principal, for additional information. Please mail or hand deliver resume to MBSCS 11424 Racetrack Road, Berlin, MD 21811. Application deadline is June 1, 2018.