

Director of Advancement

Reports to	Principal
Status	Full-Time, Exempt, 12-Month
Salary Range	\$75,000 - \$95,000 annually.
Benefits	Health insurance, retirement, * tuition remission for dependents, advanced professional development program with individual coaching and support

Summary

The Director of Advancement leads all philanthropic activity at Bethlehem Catholic, reporting to the principal. The posted position describes this as a multi-faceted development role encompassing major gifts, EITC and government scholarship programs, annual giving, planned giving, event planning, and grants, with ability to manage an office with a full-time advancement officer and part-time data staff.

Education

- Bachelor's degree required. Master's degree preferred in nonprofit management, philanthropy, business administration, or a related field.
- CFRE designation is strongly preferred.

Experience

- Minimum five years of progressively responsible fundraising experience, including direct major gift solicitation.
- Demonstrated experience closing gifts of \$10,000 or more at the individual donor level.
- Prior experience in a Catholic, independent school, or faith-based advancement strongly preferred.
- Experience with Pennsylvania EITC or comparable state scholarship tax credit programs is a significant advantage.
- Demonstrated experience with grant writing and foundation relations.
- Supervisory experience required.
- Proficiency with donor database systems (DonorPerfect, Raiser's Edge, Bloomerang, or equivalent) required.

Additional Information

- Strong commitment to Catholic values and Catholic education.
- Strong verbal, written, and interpersonal communication skills.
- Successful track record of raising major gifts.

- A high degree of credibility, integrity, and self-confidence is essential.
- Computer skills, including database and website experience.
- Valid PA driver's license.

*Restrictions apply

Interested applicants **must** submit a resume, official college transcripts, Pastor's letter of recommendation, 3 letters of reference, and all required clearances to be submitted to:

Dr. Dean M. Donaher, KHS at ddonaher@becahi.org