

**Director of Institutional Advancement
Cardinal O'Hara High School
Springfield, PA**

Cardinal O'Hara High School is a four-year, co-educational, comprehensive diocesan high school. Located in a suburban residential community in central Delaware County, Cardinal O'Hara High School is one of the Philadelphia area high schools that make up the Secondary School System of the Archdiocese of Philadelphia. The student population of close to 1,000 comes from over 20 school districts.

The Director of Institutional Advancement at Cardinal O'Hara High School serves as the Chief Advancement Officer and is responsible for leading the fundraising efforts of the school by creating a strong awareness among various constituencies that showcases the school as the ideal choice for philanthropy, volunteerism, and most importantly education of young men and women as they prepare for their futures as leaders in our Catholic faith. The Director of Institutional Advancement has the ultimate goal of significantly increasing fundraising outcomes. The advancement function includes oversight and management of the annual fund, major gift solicitations (including tax credits, corporate and foundation relations, planned giving endowments, capital campaigns) and fundraising through special events and sponsorships. Management includes supervising the Data Specialist and the Director of Alumni Relations Manager and Stewardship.

Qualified candidates will possess a minimum of five years of demonstrated development or sales-related experience. An understanding of and commitment to the mission of Cardinal O'Hara High School is essential. The incumbent must have experience building an advancement program and attaining fundraising goals with a proven track record of closing numerous major and principal gifts. The successful candidate must have strong interpersonal skills with demonstrated ability to build, foster, and maintain positive relationships with both internal and external constituencies including administrators, faculty, board members, volunteers, students, donors, and prospects. Bachelor's degree required. Must be willing and able to travel with occasional evening and weekend event duties.

Salary Range: \$110,000-\$115,000 flexible based on experience

For a complete Position Description and additional information on Cardinal O'Hara High School, please visit our website at <https://apptrkr.com/6695741>.

For inquiries, nominations, and applications, please contact:
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