

# JOB POSTING

Muskegon Catholic Central



## POSITION

Director of Advancement

## QUALIFICATIONS

- Bachelor's degree and a minimum of three years professional fundraising experience, preferably in a Catholic environment
- Passionate about continually strengthening the culture of Philanthropy across all constituencies.
- Inspired and inspiring fundraiser who understands relationship based fundraising.
- Proven experience in designing and managing development and alumni relations programs
- Strong accounting and financial skills
- Excellent verbal, interpersonal, and written communication skills
- Must embrace the Mission and Vision of Muskegon Catholic Central
- Working knowledge of Donor Perfect or other fundraising database software required; Moderate experience with Microsoft Office and Google products required

## REPORTS TO

President

## ESSENTIAL FUNCTIONS

- Design, implement, and manage all fundraising activities including annual giving, endowment and major gift campaigns, fundraising events, special projects, and other school-related solicitations
- Maintain and sustain relationships with prospective donors and supporters, both current and new
- Establish and grow a major gifts program including identification, cultivation and solicitation of major donors
- Proactively direct the annual fund program, including the creation and implementation of a communication and promotional plan for annual fundraising campaigns

**1145 West Laketon Avenue † Muskegon, MI 49441**  
**Phone: 231.755.2201 † Fax: 231.755.2415 † [www.muskegoncatholic.org](http://www.muskegoncatholic.org)**  
**Ken R. Rasp † President**

- Collaborate with the Events Coordinator to ensure successful fundraising events
- Manage all strategies and activities for donor cultivation, solicitation and donor relations
- Maintain contact with and develop grant proposals for foundations and corporations
- Assume responsibility for all Advancement Office reports to the Board of Trustees and Development Committee and attend all Development Committee meetings
- Oversee the management of databases and all records, files and gift processing
- Possess the skills to work with and motivate staff, board members and volunteers
- Collaborate with Events Coordinator to organize alumni events, collect news and information about the members of the alumni for publication, and keep accurate records of the school's alumni
- Demonstrate professional conduct at all times
- Perform other duties as requested

### ADDITIONAL INFORMATION

- **STARTING DATE** 06/01/2018
- **TERMS** This is a full-time, 52-week position with full benefits
- **SALARY RANGE** Commensurate with credentials and level of experience in accordance with MCC's operating budget
- **POSTING DATE** 05/24/2018
- **CLOSING DATE** 06/01/2018 or until filled

### APPLY TO

Please provide a letter of interest, current resume and credentials by mail or email to:

Jeff Plyler

Muskegon Catholic Central

1145 W. Laketon Avenue

Muskegon, MI 49441

[jplyler@muskegoncatholic.org](mailto:jplyler@muskegoncatholic.org)

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