



DIOCESE OF OAKLAND

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DEPARTMENT OF CATHOLIC SCHOOLS

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR, DEVELOPMENT AND ADVANCEMENT URBAN CATHOLIC SCHOOLS DIOCESE OF OAKLAND

BACKGROUND

The mission of Catholic Schools in the Diocese of Oakland is to educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

Our vision is for Catholic Schools in the Diocese of Oakland to provide a 21st century Catholic education that is academically excellent, accessible, affordable, and financially viable to any family that desires a Catholic education for their children.

Our urban Catholic schools in the Diocese of Oakland are beacons of hope for low-income children and their families, playing an essential role in fulfilling the mission and vision of our Catholic schools. In recent years much has been accomplished in the Diocese of Oakland in making Catholic education more accessible for low-income children and their families and ensuring that children who enter school at a significant academic disadvantage move towards an equitable position with students at other Catholic schools.

Building on our successes to-date and with financial support from a major funder, the Diocese of Oakland is seeking an Executive Director of Development and Advancement for Urban Catholic Schools to provide leadership to ensure the long-term sustainability and growth of our schools for the good of the Church and in support of the children and families we serve. In the Diocese of Oakland there are six urban elementary Catholic schools (St. Anthony, St. Cornelius, St. Elizabeth, St. Jarlath, St. Martin de Porres and Our Lady of the Rosary) and one urban Catholic high school (St. Elizabeth).

POSITION OVERVIEW

In partnership with the Superintendent of Schools, urban principals and pastors, and the Department of Catholic Schools, the Executive Director of Development and Advancement for Urban Catholic Schools serves in a leadership capacity in two areas:

- Development, implementation and evaluation of a diversified fund development plan that increases revenue for our urban Catholic schools
- Development, implementation and evaluation of a diversified advancement plan, including formation and establishment of an Urban Catholic Schools Board that actively participates in revenue generation

This newly created full-time position (which may require some evening and weekends) is accountable to the Superintendent of Schools through annual evidence of results in fund development and advancement for the benefit of the community of urban Catholic schools and in support of individual schools.

KEY RESPONSIBILITIES

- Lead the development, implementation and evaluation of diversified plans for fund development and advancement for the community of urban Catholic schools and in support of the individual schools. Plans may include but are not limited to: annual restricted and unrestricted fundraising; foundation grants, corporate giving and sponsorship; major individual gifts and grants; special events; capital projects; public relations, marketing and constituent communications; enrollment; alumni relations and activities; stewardship and cultivation of all prospects; and, planned gift programs.
- Collaborate and coordinate with FACE (Family Aid Catholic Education).

- Partner, collaborate and support urban Catholic school principals regarding needs and responsibilities regarding planning, implementation and evaluation of fund development, advancement and resource sharing, as a community of schools and for individual schools
- Develop and implement a plan for engaging pastors in the educational mission of the Diocese and the schools at their parishes and as a community of schools
- In partnership with the Superintendent of Schools, develop, launch, implement and evaluate the Urban Catholic Schools Board
- Collaborate with the Department of Catholic Schools Fiscal Controller regarding shared resources and services for the community of urban Catholic schools
- Oversee urban Catholic schools staff responsible for development, planning, and academic coordinator/government programs

KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS

The Executive Director is a practicing Catholic with a passionate commitment to the mission of urban Catholic education. Qualifications include:

- Five or more years of demonstrated success building and leading the development function in nonprofit organizations, preferably in K-12 education in an urban setting
- Substantial experience designing and implementing comprehensive fundraising and advancement plans that increase revenue and ensure long-term sustainability and growth
- Strong relationship builder in support of successful fund development and advancement
- Experience in building and developing a board of directors that actively participates in increasing revenue to ensure long-term sustainability and growth
- Ability to effectively engage senior staff in solicitation and cultivation activities
- Excellent leadership, management, strategic and organizational skills with a transparent and open style
- Detail orientation with a willingness to initiate action and engage in implementation
- Understands and respects the collaborative culture of urban Catholic schools
- Collaborates well with multiple and diverse constituents, both internally and externally; ability to build strong relationships with principals, pastors, parents, donors, alumni, partners and Diocese of Oakland staff; ability to influence without authority
- Exceptional communication skills, with proven ability to write effectively, speak persuasively, listen attentively and demonstrate cultural competence and sensitivity
- Proficient with information technology including Microsoft Office and prospect databases
- Bachelor's degree required; advanced degree preferred

COMPENSATION

Compensation for this position includes a salary commensurate with experience and a comprehensive package of employee benefits including medical, dental, vision and long term disability insurance, paid time off and a retirement plan.

PLEASE SEND COVER LETTER AND RESUME TO:

Sister Barbara Bray, SNJM
 Superintendent of Schools
 Diocese of Oakland
 2121 Harrison Street
 Oakland, CA 94612

DEADLINE TO APPLY

Open until filled