

**Our Mission:**

We are a Catholic high school in the Holy Cross Tradition. We celebrate our diversity, value each person and welcome one another with the hospitality of Christ. As a family of learners, anchored in gospel values, we empower each other to grow spiritually, develop intellectually and reach out in service to others. Within an innovative and orderly learning environment, we are committed to challenging each student in both heart and mind to be a compassionate individual, a lifelong learner, and a responsible steward of God's creation.

Position: Advancement Coordinator**Reports to: Vice President for Institutional Advancement**

Position Summary: The Advancement Coordinator is a key member of Archbishop Hoban's Office of Institutional Advancement team, responsible for implementing various projects and initiatives under the direction of the Vice President of Institutional Advancement while learning all aspects of major gift fundraising, including how to work with a donor through all stages of the fundraising process to support Hoban's institutional, educational, and athletic priorities, programs, and facilities.

Position Responsibilities:

- Assist in qualifying prospects and work with more experienced advancement officers to cultivate prospects towards a major gift.
- Assists with donor communications and stewardship reports for donors concerning Hoban's priorities, needs and use of gifts.
- Provide various support activities for the advancement team including writing proposals, gathering research and other information to aid in the fundraising process.
- Collaborates with advancement colleagues to develop and execute philanthropic projects, fundraising event support and annual initiatives.
- Assist in other advancement activities such as cause marketing, third party event management, volunteer recruitment and management, and coordinating annual giving activities.
- Increase the fundraising ability and public visibility of Hoban, its programs, and mission.
- Cultivate relationships with donors and ensure regular communication with key decision makers.
- Work with Advancement team to transition identified funding opportunities and strategic priorities to match donor's interests with school's needs.
- Maintain comprehensive, accurate donor information, donor files, and call reports through Raisers Edge (RE/NXT).
- Travel as required to develop relationships and follow through on qualified prospects.
- Effectively communicate Hoban's mission and programs to broad audiences.
- Other duties as assigned.

Qualifications & Special Skills:

- Bachelor's degree.
- 1-3 years in nonprofit development.
- Demonstrated success in meeting fundraising goals and projects.
- Proven track record of sales or fundraising success.
- Strong verbal, writing, and presentation skills.
- Self-directed, performance-oriented individual who has demonstrated initiative and achievement of goals.
- Proficiency with Raisers Edge/NXT or other donor-related databases is preferred.
- Ability to work effectively under pressure and respond to changing priorities, while adhering to deadlines.
- Adept communicator who can effectively represent Hoban's Holy Cross values.
- Proven prospect research capabilities.
- Strong computer skills and proficiency with Office 365 and Google.
- Team player in a fast-paced environment.

Benefits & Compensation:

A competitive compensation package will be offered for this position based upon the candidate's education, skills, experience, and potential for contribution toward the success of Archbishop Hoban High School. This position includes a comprehensive benefits package that is effective date of hire. Package includes; medical/dental/vision/life insurance/vacation-sick-personal time/401k/401k match and additional 5% contribution/on-site workout facility. Archbishop Hoban High School offers a great team environment and opportunities for professional and spiritual growth.

We fully respect the need for confidentiality of information supplied by interested parties. No references will be contacted until a mutual interest has been established.

We invite qualified candidates to consider becoming part of our community by completing an online application at www.hoban.org and to include a cover letter and resume by October 17, 2021.